

SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill

Time of Drill

Fire Drille (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down / Shelter in Place Drill
(2 required) During Passing
2nd drill

Recess

Other Events

Name of Reporting School: Thomas Read

Date of Drill: 3/7/2018

Time drill was held: 10:30 AM

Exact time required to evacuated / shelter / secure: 5:06

Total Participants: 440 students & 75 staff

Remarks: Most of doors were locked, with no way to check if students were still in bathrooms. Need to discuss better way, maybe leaving doors open and letting us close them. 3 teachers didn't have attendance done, making it hard to know if all students are accounted for.

This report is for emergency drill # 9 for school year: 2017-2018

Name of person(s) conducting drill: Dannielle McGuire

Title of person(s) conducting drill: Principal

Signature of person conducting drill:

Dannielle McGuire

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title: _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: _____

Fire (fire chief or designee)

Name & Title: _____