

# SCHOOL EMERGENCY DRILLS

## Documentation Form

### Type of Drill

- Fire Drille (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill  
(2 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Thomas Read Elementary & Early Childhood Center, Shelby Public Schools

Date of Drill: 9/17/2015

Time drill was held: 12:50 PM

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

Total Participants: 529

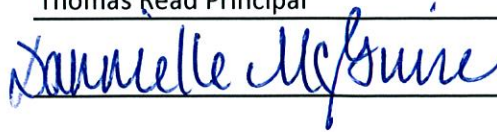
Remarks: Students were outside when the drill started so it took longer to get students in place. Also we practiced using our new radios. We must remember to do an all clear for the rooms that don't have radios.

This report is for emergency drill # 1 for school year: 2015-2016

Name of person(s) conducting drill: Dannielle McGuire

Title of person(s) conducting drill: Thomas Read Principal

Signature of person conducting drill:



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: \_\_\_\_\_