

SCHOOL EMERGENCY DRILLS

Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events- lunchtime

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

Date of Drill: 3/15/2016

Time drill was held: 12:35 PM

Exact time required to evacuated / shelter / secure: 3 1/2 min

Total Participants: 492

Remarks: _____

_____ A kindergarten student pulled the fire alarm. Students seemed to move faster than in planned drills.

_____ Majority of students were at lunch, so only 3 classes were across road, rest were on playground.

_____ Students need to be reminded that no matter where you are, get out of building first, than worry

_____ where your class is.

This report is for emergency drill # 10 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: _____