

# 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

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

Date of Drill: 9/30/2015

Time drill was held: 8:03 AM

Exact time required to evacuated / shelter / secure: 2:00

Total Participants: 502

Remarks: Someone pulled the fire alarm in the lobby. Dannielle was in lobby when it was pulled.

She recalled an adult near the that area. Because we had a question about whether an adult pulled it as a ruse, we quickly called all absent children to ensure their safety.

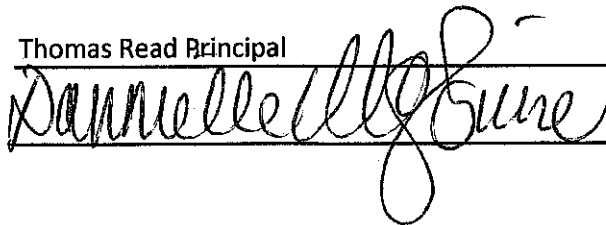
We later found out that there was also 2 small children near there also. All children were accounted for.

This report is for emergency drill # 3 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: \_\_\_\_\_