

# 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: 1/20/2016

Time drill was held: 2:00 PM

Exact time required to evacuated / shelter / secure: 5 Minutes 3 seconds

Total Participants: 515

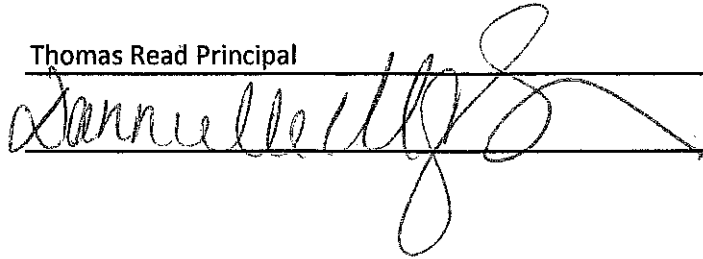
Remarks: Teachers were warned because of the weather and so students could get dressed. Even with the warning, it took an exceptionally long time to get in place.

This report is for emergency drill # 7 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: \_\_\_\_\_