

SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill

Time of Drill

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

- Standard
- Class Change
- Recess
- Other Events

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

Date of Drill: 9/20/2017 Time drill was held: 2:15 PM

Exact time required to evacuated / shelter / secure: 4 min 49 sec

Total Participants: 454 students 70 adults

Remarks: Everything went very smoothly

This report is for emergency drill # 2 for school year: 2017-18

Name of person(s) conducting drill: ~~Dannielle McGuire~~ Michael Sweet

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

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: _____