

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: 10/2/2017

Time drill was held: 10:00 AM

Exact time required to evacuated / shelter / secure: 5 MIN 40 SEC

Total Participants: 459 Students 75 Adults

Remarks: Took a little longer because of checking on emergency bags and class lists

This report is for emergency drill # 3 for school year: 2017-18

Name of person(s) conducting drill: Mike Sweet / Interim Principal

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: _____