

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: 10/11/2017

Time drill was held: 9:05 AM

Exact time required to evacuated / shelter / secure: 2 min 43 seconds

Total Participants: 437 Students 72 Adults

Remarks: This was a pre-planned drill and we had 4 classes that didn't have their attendance done. Attendance is supposed to be done by 9:00. Very hard to have a drill not knowing what students are absent.

This report is for emergency drill # 4 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: _____