

# 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: 10/23/2017

Time drill was held: 1:00 PM

Exact time required to evacuated / shelter / secure: 10 minutes

Total Participants: 73 Adults, 435 students

Remarks: Teachers were locking down before the announcement. ECC couldn't hear the announcement because they shut off TR announcements. Need all staff to know how to make an ALL CALL if needed. Checking into bell system about sending a signal (seeing if we can just ring bell when needed. Need to have our drills unannounced after first one - too many people are getting prepared.

This report is for emergency drill # 5 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: \_\_\_\_\_