

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

Date of Drill: 11/17/2017

Time drill was held: 8:55 AM

Exact time required to evacuated / shelter / secure: 3 min 57 seconds

Total Participants: 344 Students 55 Adults

Remarks: It was an unplanned drill. Students need to be reminded to walk in an orderly and quiet fashion.
ECC did not participate because they had done a drill the day before.

This report is for emergency drill # 6 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: _____