

SCHOOL EMERGENCY DRILLS

Documentation Form

Type of Drill

- Fire Drille (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 and Early Childhood Center, Shelby Public Schools

Date of Drill: 1/11/2018

Time drill was held: 1:30 PM

Exact time required to evancuated / shelter / secure: 2 minutes 29 seconds

Total Participants: 77 adults 412 students

Remarks: One class did not have their window covered. Two of our gym doors do not lock.
A work order is being made.

This report is for emergency drill # 7 for school year: 2017-18

Name of person(s) conducting drill: Teresa Mead

Title of person(s) conducting drill: ECC Coordinator

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: _____