

SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill

- Fire Drille (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill
(2 required) During Passing
2nd drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Thomas Read

Date of Drill: 1/17/2018

Time drill was held: 2:00 PM

Exact time required to evanuated / shelter / secure: 5:32

Total Participants: 418 students & 72 staff

Remarks: The drill lasted a little longer than usual due to the snowbanks preventing students getting to their designated spots as quickly as usual. A few classrooms did not have the all clear signs on the doors.

This report is for emergency drill # 8 for school year: 2017-2018

Name of person(s) conducting drill: Dannielle McGuire

Title of person(s) conducting drill: Principal

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: _____