

**SCHOOL EMERGENCY DRILLS**  
Documentation Form

Type of Drill

Time of Drill

Fire Drill (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down / Shelter in Place Drill  
(2 required)

Recess

Other Events

Name of Reporting School: Thomas Read Elementary & Early Childhood Center, Shelby Public Schools

Date of Drill: 4/29/2016

Time drill was held: 11:00 AM

Exact time required to evacuated / shelter / secure: 3:45 min

Total Participants: 441

Remarks: A child pulled the alarm, it was not planned.

This report is for emergency drill # 14 for school year: 2015-2016

Name of person(s) conducting drill: Heather Baffi / Surprise drill

Title of person(s) conducting drill: Thomas Read Secretary

Signature of person conducting drill: *Heather Baffi*

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: \_\_\_\_\_