

**SCHOOL EMERGENCY DRILLS**  
**Documentation Form**

Type of Drill

Time of Drill

- |   |  |
|---|--|
| <input type="checkbox"/> Fire Drille (6 required)                               | <input checked="" type="checkbox"/> Standard |
| <input checked="" type="checkbox"/> Tornado Drill (2 required)                  | <input type="checkbox"/> Class Change        |
| <input type="checkbox"/> Lock Down / Shelter in Place Drill<br>(2 required) 1st | <input type="checkbox"/> Recess              |
|   | <input type="checkbox"/> Other Events        |

Name of Reporting School: Thomas Read Elementary

Date of Drill: 9/12/2019 Time drill was held: 10:30 AM

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

Total Participants: 68 adults and 442 students

Remarks: \_\_\_\_\_

All four 3rd grade classes exited the same stairwell, One class did not take morning attendance, One grade class was still in their room at the 3 minute mark and the boys at the end of the line were argu One student was wandering alone on his way to a class to get a book

This report is for emergency drill # 1 for school year: 2019-2020

Name of person(s) conducting drill: Kara Vanderweele

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: \_\_\_\_\_

Fire (fire chief or designee)