

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

Date of Drill: 3/23/2021

Time drill was held: 9:45 AM

Exact time required to evacuated / shelter / secure: 1:59:03

Total Participants: 295 students & 69 adults

Remarks: All attendance was done. windows and doors locked to all classrooms

New phone system does not allow to call into each classroom, used old phone but not all rooms could hear.

This report is for emergency drill # Lockdown #2 for school year: 2020-2021

Name of person(s) conducting drill: Kara Vanderweele

Title of person(s) conducting drill: Principal

Signature of person conducting drill:

Kara Vanderweele

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: _____