

**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: 03/04/20

Time drill was held: 10:30 AM

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

Total Participants: 426 students + 78 adults

Remarks: All attendance was done, lobby doors were not closed.

This report is for emergency drill # 5 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)  
Name & Title: \_\_\_\_\_