

**SCHOOL EMERGENCY DRILLS**  
Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill  
(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Thomas Read Elementary

Date of Drill: 10/22/2020 Time drill was held: 10:00 AM

Exact time required to evacuated / shelter / secure: 3 minutes 5 seconds

Total Participants: 282 students + 64 adults

Remarks: All attendance was done, Blinds were left open, missing some all clear signs on doors

This report is for emergency drill # Tornado #1 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: 

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: \_\_\_\_\_