

**SCHOOL EMERGENCY DRILLS**  
Documentation Form

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

Name of Reporting School: Thomas Read Elementary

Date of Drill: 11/3/2020 Time drill was held: 1:00 PM

Exact time required to evacuated / shelter / secure: 2 minutes 18 seconds

Total Participants: 300 students + 72 adults

Remarks: All attendance was done, one door was not locked.

This report is for emergency drill # Lockdown 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: \_\_\_\_\_