

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: 01/15/19

Time drill was held: 2:00 PM

Exact time required to evacuated / shelter / secure: 4 mins 27 secs

Total Participants: 369 students + 71 adults

Remarks: 2 teachers did not have attendance done

This report is for emergency drill # 4 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: _____