

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place
(3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Woodrow Elementary

Date of Drill: 10-4-19 Time Drill was held: 1:45 (AM / PM)

Exact time required to evacuate / shelter / secure: 3:03

Total participants: 304

Remarks: 4th grade recess

This report is for emergency drill # 2 for school year 2019-20.

Name of person conducting drill: Bruce Cook

Title of person conducting drill: Principal

Signature of person conducting drill: Bruce Cook

Drill Was Coordinated With:

- Emergency Management Coordinator
Name and Title: _____
- Law Enforcement (chief of police, county sheriff, MSP or designee)
Name and Title: _____
- Fire (fire chief or Designee)
Name and Title: _____