

# 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: Woodview Elementary

Date of Drill: 9-16-19 Time Drill was held: 10:00 (AM) / PM)

Exact time required to evacuate / shelter / secure: 2:45

Total participants: 335

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 1 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: \_\_\_\_\_