

# 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 4<sup>th</sup> grade lunch
- Other Events

Name of Reporting School: Woodview Elementary

Date of Drill: 12-6-19 Time Drill was held: 12:20 (AM /  PM)

Exact time required to evacuate / shelter / secure: 8 mins

Total participants: 322

Remarks: External lockdown called @ 12:20  
Internal lockdown called @ 12:24

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

Name of person conducting drill: Kathy Wilson

Title of person conducting drill: PBIS Coordinator

Signature of person conducting drill: Kathy Wilson

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: \_\_\_\_\_