

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: 9-27-19 Time Drill was held: 10:30 (AM PM)

Exact time required to evacuate / shelter / secure: 30 secs

Total participants: 332

Remarks: External lock down

This report is for emergency drill # 1 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: _____