

# School Emergency Drills Documentation Form

### Type of Drill

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

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Woodview Elementary

Date of Drill: 12-10-18 Time drill was held: 12:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:49

Total Participants: 355

Remarks: External lockdown during lunch recess.

This report is for emergency drill # 2 for school year 2018-19.

Name of person conducting drill: Bruce Cook

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_