

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: 3-22-19 Time drill was held: 3:00 (pm/am)

Exact time required to evacuate/shelter/secure: External = 14 sec Internal = 10 sec

Total Participants: 349

Remarks: Started as an external lockdown and moved into a internal drill.

This report is for emergency drill # 3 for school year 2018-19

Name of person conducting drill: Bruce Cook

Title of person conducting drill: Principal

Signature of person conducting drill: 

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 _____