

# 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: Woodrow

Date of Drill: 5-22-18 Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2:42

Total Participants: 341

Remarks: Make up drill from 5-11-18. During RTT  
small group time.

This report is for emergency drill # 5 for school year 2017-18.

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 \_\_\_\_\_