

# 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: 9-13-17 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2:45

Total Participants: 352

Remarks: 3 guest teachers in 5th, 2 guest teachers in 3rd

This report is for emergency drill # 1 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 \_\_\_\_\_