

# 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: 10-29-20 Time Drill was held: 2:00 (AM / ~~PM~~)

Exact time required to evacuate / shelter / secure: 2:23

Total participants: 292

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 2020-21

Name of person conducting drill: Bruce Cook

Title of person conducting drill: Principal

Signature of person conducting drill: Bruce Cook

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: \_\_\_\_\_