

# School Emergency Drills Documentation Form

## Type of Drill

- ☐ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☒ Lock Down/Shelter in Place Drill  
(2 required)

## Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Woodland Elementary

Date of Drill: 9-17-24 Time drill was held: 8:40 (pm/am)

Exact time required to evacuate/shelter/secure: approx 1 minute

Total Participants: 900+

Remarks: Used informal cast

1st Lockdown drill - threatening

This report is for emergency drill # 2 for school year 24-25

Name of person conducting drill: Kristina Brazeau

Title of person conducting drill: Principal

Signature of person conducting drill: Kristina Brazeau

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator  
Name & Title: \_\_\_\_\_

AND

- ☒ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title: Sheriff, KPS

OR

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

e mailed  
9/19/24