

# 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: 10-4-24 Time drill was held: 1:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 13 sec

Total Participants: 900+

Remarks: Used informal cast

2nd fire drill of the year

This report is for emergency drill # 4 for school year 2024-2025

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's, KPS

OR

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