

# 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: 3-12-25 Time drill was held: 105 (pm/am)

Exact time required to evacuate/shelter/secure: less than 1 min

Total Participants: 900+

Remarks: used Informa Cast

State wide Drill / 2nd Tornado Drill

This report is for emergency drill # 10 for school year 2024-2025.

Name of person conducting drill: Kristina Bragaza

Title of person conducting drill: Principal

Signature of person conducting drill: Kristina Bragaza

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: \_\_\_\_\_