

School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 - One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. - One drill shall include security measures of a potentially dangerous individual on or near the school premises. - Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: WoodsEdge Learning Center Principal: Aubree Spencer

Date of drill: 5/21/2026 Number of students: 164 Number of Staff: 120

Time initiated: 10:40 ☒ a.m. ☐ p.m. Time concluded 10:46 ☐ a.m. ☐ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for:
(check box next to applicable drill)

Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 for the 25/26 school year

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Megan Lozen

Title of person conducting drill: Program Coordinator

Signature or person conducting drill:  Date: 5/21/2026

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
The form must be maintained on the school website for at least three years.*

EVACUATION ROLL CALL FORM 25-26

Office Staff: Did Anyone Call EPS?

Ask: Is there anyone not ready for roll call?

Say: There are no students up front or list the name of students you have

First Check: What students do you have with you?

Gym	Gym	No students
	Motor Depot	

Angie Moon/Joanne Culve	Physical Therapy	D-Kolli S
Meghan Feeman	Music Therapy	
Heather Bigelow	Art - Mon., Wed., Thurs.	

Pool	Gym	No

First Check: Do you have any students that are not assigned to you?

Second Check: Do you have any students that are unaccounted for?

STAFF	ASSIGNMENT	STUDENTS NAMED IN ROLL CALL
Nicola Fitzsimmons	Blue Village South	NO
**Megan Pajtas		NO -
Ann Marie Branning		TL, FG, AP - inside
Caitlin Gottlieb		

Dianne Scoffin	Blue Village North	NO 5 min in building
**Mary Brower		
Katie Rooney		
Stephanie Sinon		

Scott Blair	Yellow Village South	NO
**Delaney Wilkins		
Meara Pearson		
Jen Herney		

Maria Stedge	Yellow Village North	NO BH - on CBI
**Kimberly Larson		
Caitie Carpenter		
Kassidy Bishop		

Karen Raffenaud	Green Village South	NO NO Robert D-Kerr
**Kayla Sword		
Braelyn Schaub		
McKenzie Carroll		

Stephanie Oaster	Green Village North	NO NO
**Teresa Stankewicz		
Tesla Wright		
Kaitie Church		

**BACK UP COORDINATOR

Date: 5-21-26

Time: 10:42 - 10:48

Elapsed Time: 36 minutes

Signature:

