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: 10/5/2026 Number of students: 165 Number of Staff: 120

Time initiated: 11:30 ☑ a.m ☐ p.m. Time concluded 11:40 ☑ 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 26-27 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: Lindsay Smeltzer

Title of person conducting drill: Teacher Consultant

Signature or person conducting drill: X Lindsay Smeltzer Date: 10/5/2026

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 26-27

Office Staff: Did Anyone Call EPS? 10/5/26 11:30 Am

Ask: Is there anyone not ready for roll call?

Say: There are no students up front or list the name of students you have None

First Check: What students do you have with you?

Gym	Gym	None
	Motor Depot	

Angie Moon/Joanne Culve	Physical Therapy	None
Meghan Feeman	Music Therapy	None
Heather Bigelow	Art - Mon., Wed., Thurs.	Meara-Danny

Pool	Gym	None

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	None
**Megan Pajtas		
Britnee Watson		None
Caitlin Gottlieb		

Dianne Scoffin	Blue Village North	None
**Mary Brower		
Katie Rooney		None
Stephanie Sinon		

Delaney Wilkins	Yellow Village South	None
**Meara Pearison		
Scott Blair		Ella C. Tanasha/Kaine/Ben
Jen Herney		

Maria Stedge	Yellow Village North	Griffin B
**Kimberly Larson		
Caitie Carpenter		None
Kassidy Bishop		

Karen Raffenaud	Green Village South	Adrian L / Greyson P
**Kayla Sword		
McKenzie Carroll		None

Stephanie Oaster	Green Village North	None
**Kaitie Church		
Tesla Wright		None
Braelyn Schaub		

**BACK UP COORDINATOR

Date: 10/5/26

Time: 11:32

Elapsed Time: 11:49 17 mins

Signature: Lindsay Amothy

https://swmitech.sharepoint.com/sites/KRESA-WELCAdministrators/Shared Documents/Building Safety/Emergency Drill Records/2026-2027/Evacuation Roll Call Form 26-27