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: 11/6/2026 Number of students: 168 Number of Staff: 120

Time initiated: 11:00 ☑ a.m ☐ p.m. Time concluded 11:04 ☑ 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: Aubree Spencer

Title of person conducting drill: Building Principal

Signature or person conducting drill: X _____ Date: 11/6/2026

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?

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	—
	Motor Depot	

Angie Moon/Joanne Culve	Physical Therapy	EC - Motor Room Gym
Meghan Feeman	Music Therapy	
Heather Bigelow	Art - Mon., Wed., Thurs.	

Pool	Gym	—

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	— ✓
**Megan Pajtas		
Britnee Watson		
Caitlin Gottlieb		
Dianne Scoffin	Blue Village North	— ✓
**Mary Brower		
Katie Rooney		
Stephanie Sinon		
Delaney Wilkins	Yellow Village South	— EC
**Meara Pearison		
Jen Herney		
Maria Stedge	Yellow Village North	— MS
**Kimberly Larson		
Caitie Carpenter		
Kassidy Bishop		
Karen Raffenaud	Green Village South	— STC TLB PE
**Kayla Sword		
McKenzie Carroll		
Stephanie Oaster	Green Village North	— ✓
**Kaitie Church		
Tesla Wright		
Braelyn Schaub		

**BACK UP COORDINATOR

Date: 11/6/26
Time: 3:30
Elapsed Time: 3 min 30 sec

Signature: [signature]

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