

COMPLETED EMERGENCY DRILLS 2017-2018**School:** WoodsEdge Learning Center**School Principal/Administrator:** Angela Telfer, Director**Phone:** 269-250-9414**Email:** angela.telfer@kresa.org**Name of person conducting drill (if other than principal):****FIRE DRILLS**

MONTH	DAY	Year	DRILL TIME	DRILL CATEGORY
9	6	2017	10:45 am	During Class time

TORNADO DRILLS

MONTH	DAY	Year	DRILL TIME	DRILL CATEGORY

LOCKDOWN DRILLS

MONTH	DAY	Year	TIME	DRILL CATEGORY

 Principal/Administrator Signature

This form must be updated each time a drill occurs in your building.

1. Please fill in all the information related to the drill.
2. The building principal or administrator must sign it electronically. If you don't have a digital signature yet, please watch [this short tutorial](#) to create one.
3. Then, save a copy for your records.
4. Submit this form to Communications using the "Submit" button below.

Note: If you are having problems saving or submitting your form, make sure that you are using the latest Adobe Reader version (Adobe Reader XI). [Click here](#) to install it.

Every time you conduct a drill, update your copy of this form, save it, then submit the latest version to Communications. This information must be posted to our website within 30 days of each drill. If you have questions about this form, please contact Kelly Kuhlmann, Communications Specialist, (269) 250-9206 or kelly.kuhlmann@kresa.org.