

## 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 <ul style="list-style-type: none"><li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li><li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li><li>Seek input from the administration of the school and local public safety on the nature of the drill.</li></ul>

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: Woods Edge Learning Ctr. Principal: Aubree Spencer  
Date of drill: Lock down 5/22/25 Number of students: 185 Number of Staff: 120  
Time initiated: 10:35 ☒ a.m. ☐ p.m. Time concluded 10:38 ☒ a.m. ☐ p.m.

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks:

This report is for: (check box next to applicable drill)  
Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the 2025-2026 school year  
Tornado drill number ☐ 1 ☐ 2 for the 2025-2026 school year  
Safety/Security drill number ☐ 1 ☐ 2 ☒ 3 for the 2025-2026 school year

Name of person conducting drill: Aubree Spencer  
Title of person conducting drill: Principal  
Signature or person conducting drill: [Signature] Date: 5/22/25

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.