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WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2018 - 2019 **School Year**

TYPE OF DRILL	**TIME OF DRILL**
☑ Fire Drill – ***5 required** **Conduct one prior to 12/1***	☑ Standard
☐ Tornado (Take Shelter) Drill – ***2 required** **Conduct one at the beginning of 1st sem. and beginning of 2nd sem.***	☐ Class Change
☐ Lock Down – ***3 required** **Conduct one prior to 12/1***	☐ Recess
☐ AED/Cardiac Event	☐ Other Events (e.g. Lunch)
☐ Other (e.g. bus evac.)	

Mandatory Drills ***Mandated by changes to the school code**

Name of Reporting School Carter Middle School

Date of Drill 5/4/2018 Time drill was held 10:30 a.m.

Exact time required to evacuate/shelter/secure 3 minutes

Total Participants Entire Staff & Students

Remarks All staff ushered the students out of the school building in an orderly manner within one minute. All went well with no issues. All staff and students re-entered the building when the all clear was announced.

Total required drills complete to date 10

Name and title of person conducting drill Amy Hendry, Principal

Signature of person conducting drill Deborah Sjo Conrad Digitally signed by Deborah Sjo Conrad Date: 2018.05.04 15:16:39 -04'00'

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☑ Drill Submitted Electronically Date 5/4/2018

Submit Form