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 Willow Woods Elementary

Date of Drill 10/02/2018 Time drill was held 1:35 PM

Exact time required to evacuate/shelter/secure 3 minutes

Total Participants Entire Building

Remarks Announcement was made by the Principal using PA system that we were going into and External Lockdown. Instructions were given and after a complete security walk through the building an announcement was made for the "all clear"by the PA system.

Total required drills complete to date One

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title

☑ Drill Submitted Electronically Date 10/09/18