WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2019-2020 **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 10/08/19 Time drill was held 2:29

Exact time required to evacuate/shelter/secure The Drill lasted a total of 4 minutes

Total Participants All staff and students

Remarks At 2:25 principal announced that we will be doing a lockdown drill.

At 2:29 cone was placed in a hallway and Secretary made announcement that Alice drill was taking place.

Staff used walkie to tell where cone was. Staff was notified and some took shelter others evacuated.

Total required drills complete to date 0

Name and title of person conducting drill Vera Ivezaj

Signature of person conducting drill

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title

☑ Drill Submitted Electronically Date 10/08/19