WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

20-21 **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 11/17/2020 Time drill was held 12:40 PM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 30

Remarks At 12:35 principal announced there was going to be an Alice Drill. At 12:40 pm a cone was placed outside the 4th grade rooms. Secretary made the announcement that the Alice Drill was taking place. Staff used the walkie talkies to communicate where the cone was. Staff was notified. Some took shelter and others evacuated. No one saw the cone the second time.

Total required drills complete to date 1

Name and title of person conducting drill Vera Ivezaj

Signature of person conducting drill Vera Ivezaj

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☑ Drill Submitted Electronically Date 11/17/2020