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 01/09/20 Time drill was held 1:00 PM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants All staff and students

Remarks Announcement was made by principal via overhead PA system notifying staff and students to take shelter quietly and to listen to teachers for directions. Walkies were used to contact each teacher for attendance. The all clear was made to go back to class.

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 _____