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 01/14/20 Time drill was held 1:45PM

Exact time required to evacuate/shelter/secure The drill was a total of 4 minutes

Total Participants all staff and students

Remarks at 1:45 principal announced that we will doing an Alice Drill. At 1:50 a cone was placed outside the building by a classroom door. Secretary made the announcement that the Alice Drill was taking place. Staff used walkie talkies to tell where the cone was. Staff was notified and some took shelter and others evacuated.

Total required drills complete to date 3

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill Vera Ivezaj

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☐ Drill Submitted Electronically Date _____