WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM
_____ 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 January 10, 2019 Time drill was held 1:38 PM

Exact time required to evacuate/shelter/secure 11 Minutes

Total Participants 417 students 38 staff

Remarks Announcement was made by Prinicpal via walkie talkie notifying staff and students to take shelterquietly and to listen to teacher directions. After using the walkie talkie to contact each teacher for attendance. The all clear was made to go back to class.

Total required drills complete to date one

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 1/10/19