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 10/17/19 Time drill was held 1:16 PM

Exact time required to evacuate/shelter/secure The drill lasted 5 minutes

Total Participants All staff and student body including lunch supe

Remarks The alarm was sounded. Students and staff exited the building.

Lunch Supervisors gathered the students who were on the playground and in cafe. Principal radioed each grade via walkie for attendance.

Once all were accounted for, the outside bell were rung for readmittance.

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 10/18/19