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 09/24/2018 Time drill was held 9:15 AM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants Entire Building

Remarks The alarm was sounded and the students and staff exited the building.
Principal radioed each grade via walkie-talkie for attendance.
Once all were accounted for, the outside bells were rung for re-admittance.

Total required drills complete to date One

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill _____

Drill was coordinated with:

☑ Emergency Manager/Fire/Police

Name and Title Cheryl A Piec, Secretary

☐ Drill Submitted Electronically Date _____