WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2018-2019 **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 10/17/18 Time drill was held 1:47 PM

Exact time required to evacuate/shelter/secure 4 Minutes

Total Participants 490

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

Total required drills complete to date 2

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, Principal

☑ Drill Submitted Electronically Date 10/18/18