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 09-18-19 Time drill was held 11:05 - 11:09

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants Entire school staff and students

Remarks The alarm was sounded. 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 1

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 09-19-19