

**WARREN CONSOLIDATED SCHOOLS  
EMERGENCY DRILLS DOCUMENTATION FORM**

2023/2024

**School Year**

**TYPE OF DRILL**

Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*

Lock Down – **\*3 required**  
Conduct one prior to 12/1\*

AED/Cardiac Event

Other (e.g. bus evac.)

**TIME OF DRILL**

Standard

Class Change

Recess

Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School WILLOW WOODS

Date of Drill 4/4/2024 Time drill was held 1:55 PM

Exact time required to evacuate/shelter/secure 5 MIN

Total Participants 410

Remarks NO ISSUES

Total required drills complete to date 8

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 \_\_\_\_\_

Drill Submitted Electronically Date 4/4/2024

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2023/2024

School Year

## TYPE OF DRILL

Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*

Lock Down – **\*3 required**  
Conduct one prior to 12/1\*

AED/Cardiac Event

Other (e.g. bus evac.)

## TIME OF DRILL

Standard

Class Change

Recess

Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods

Date of Drill 3/20/2024 Time drill was held 1:00 pm


Exact time required to evacuate/shelter/secure 5 min

Total Participants 408

Remarks No issues.

Total required drills complete to date 7

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 \_\_\_\_\_

Drill Submitted Electronically Date 3/20/2024

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2023/2024

School Year

## TYPE OF DRILL

Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*

Lock Down – **\*3 required**  
Conduct one prior to 12/1\*

AED/Cardiac Event

Other (e.g. bus evac.)

## TIME OF DRILL

Standard

Class Change

Recess

Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods

Date of Drill 1/29/2024 Time drill was held 10:32 am

Exact time required to evacuate/shelter/secure 10:42

Total Participants 408

Remarks No Issues

Total required drills complete to date \_\_\_\_\_

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 1/29/2024

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2023/2024

School Year

## TYPE OF DRILL

- Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*
- Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*
- Lock Down – **\*3 required**  
Conduct one prior to 12/1\*
- AED/Cardiac Event
- Other (e.g. bus evac.)

## TIME OF DRILL

- Standard
- Class Change
- Recess
- Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School WILLOW WOODS

Date of Drill 1/24/2024 Time drill was held 11:00 A.M.

Exact time required to evacuate/shelter/secure 4 MIN

Total Participants 436

Remarks A.L.I.C.E DRILL

NO ISSUES

Total required drills complete to date 3

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 1/24/2024

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2023/2024

School Year

## TYPE OF DRILL

Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*

Lock Down – **\*3 required**  
Conduct one prior to 12/1\*

AED/Cardiac Event

Other (e.g. bus evac.)

## TIME OF DRILL

Standard

Class Change

Recess

Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods Elementary

Date of Drill 10/4/2023 Time drill was held 10:45 AM

Exact time required to evacuate/shelter/secure approx 5 to 6 min

Total Participants 410

Remarks All went well.

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 \_\_\_\_\_

Drill Submitted Electronically Date 10/4/2023

**WARREN CONSOLIDATED SCHOOLS  
EMERGENCY DRILLS DOCUMENTATION FORM**

2023/2024

School Year

**TYPE OF DRILL**

- Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*
- Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*
- Lock Down – **\*3 required**  
Conduct one prior to 12/1\*
- AED/Cardiac Event
- Other (e.g. bus evac.)

**TIME OF DRILL**

- Standard
- Class Change
- Recess
- Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School WILLOW WOODS

Date of Drill 9/15/2023 Time drill was held 9:30AM

Exact time required to evacuate/shelter/secure APPROX 5 MIN

Total Participants 409

Remarks FIRE DRILL NO ISSUES

Total required drills complete to date 1

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 9/15/2023