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WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2017/2018 **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 Grissom Middle School

Date of Drill December 11, 2017 Time drill was held 9:00 AM

Exact time required to evacuate/shelter/secure 3 Min.

Total Participants 862

Remarks 1. Office door does not lock because of open button installed. 2. Cafeteria auxiliary door doesn't lock. 3. Need cafe keys for teachers with nearby classrooms. 3. Front door doesn't always lock when closed.

Total required drills complete to date 5

Name and title of person conducting drill Jodi Samp

Signature of person conducting drill _____

Drill was coordinated with:

☑ Emergency Manager/Fire/Police

Name and Title Ken Dudek, Counselor

☐ Drill Submitted Electronically Date _____

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