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 Harwood Elementary

Date of Drill 04/25/2019 Time drill was held 10:37 a.m.

Exact time required to evacuate/shelter/secure 1 min. 6 seconds

Total Participants All students and staff

Remarks Announcement was made and the alarm was sounded for staff and students to exit the building. Using walkie talkies all students were accounted for along with checking all hallways. The outside bells were rung for re-admittance.

Total required drills complete to date four

Name and title of person conducting drill Corey Tremmel

Signature of person conducting drill [signature]

Drill was coordinated with:

☑ Emergency Manager/Fire/Police

Name and Title Audio Sentry was notified

☐ Drill Submitted Electronically Date 04/25/2019