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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 Harwood Elementary

Date of Drill 02/06/2018 Time drill was held 2:15 pm

Exact time required to evacuate/shelter/secure 5 minutes

Total Participants All students & Staff

Remarks Announcement was made via overhead that we were going into an internal Lock Down. All students were asked to be secure in their classroom with doors locked. All staff and students were accounted for via walkie and the all clear announcement was made.

Total required drills complete to date 3

Name and title of person conducting drill Corey Tremmel

Signature of person conducting drill joyce limburg Digitally signed by joyce limburg Date: 2018.02.06 14:42:06 -05'00'

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☐ Drill Submitted Electronically Date 02/06/2018

Submit Form