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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 12/01/2017 Time drill was held 10:45 AM

Exact time required to evacuate/shelter/secure 3 Minutes

Total Participants All students & Staff

Remarks Announcement was made via overhead that we were going into an internal Lock Down. Once all students and staff were safe and rooms secure the all clear was made via overhead.

Total required drills complete to date 2

Name and title of person conducting drill joyce Limburg, Secretary

Signature of person conducting drill joyce limburg Digitally signed by joyce limburg Date: 2017.12.01 10:58:23 -05'00'

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☐ Drill Submitted Electronically Date 12/01/2017

Submit Form