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

Date of Drill 02/07/2019 Time drill was held 2:20 pm

Exact time required to evacuate/shelter/secure 3 minutes

Total Participants all students and staff

Remarks Announcement was made via overhead that we were going into a lock down. Using walkie talkies the principal was notified that all students were accounted for and the hallways clear and rooms secure. The all clear was made via overhead.

Total required drills complete to date Three

Name and title of person conducting drill Corey Tremmel

Signature of person conducting drill Joyce Simbox

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☐ Drill Submitted Electronically Date 02/07/2019