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 09/13/2018 Time drill was held 2:30 pm

Exact time required to evacuate/shelter/secure 1 minute 42 seconds

Total Participants All students & Staff

Remarks The alarm was sounded and students and staff exited the building. Principal radioed each grade via walkie-talkie for attendance. Once all were accounted for, the outside bells were rung for re-admittance.

Total required drills complete to date One

Name and title of person conducting drill Corey Tremmel

Signature of person conducting drill

Drill was coordinated with:

☑ Emergency Manager/Fire/Police

Name and Title Audio Sentry was notified

☐ Drill Submitted Electronically Date 09/13/2018