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 03/05/2019 Time drill was held 1:30 pm

Exact time required to evacuate/shelter/secure 5 minutes

Total Participants Entire Staff

Remarks Announcement was made via PA System that a take shelter drill was taking place and for staff to find the closest shelter area. Once all students were accounted for and listened to their instructions students and staff returned to their classrooms.

Total required drills complete to date two

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

☑ Drill Submitted Electronically Date 03/05/2019