WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2018-19 **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 Holden Elementary

Date of Drill 10/4/2018 Time drill was held 12:35

Exact time required to evacuate/shelter/secure 3 min

Total Participants 480

Remarks This drill was held as students were returning from lunch recess and the café. Head Start had approx. 100 students in class

Lunch Room supervisors and teachers were not sure where to go or how to respond. Office clerk did not have a working walkie talkie or the teacher call off sheet.

Total required drills complete to date 2

Name and title of person conducting drill Cheryl Priemer

Signature of person conducting drill Cheryl Priemer

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☐ Drill Submitted Electronically Date 10/4/2018