

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2019-2020

School Year

<u>TYPE OF DRILL</u>	<u>TIME OF DRILL</u>
<input type="checkbox"/> Fire Drill – <b>*5 required</b> <small>Conduct one prior to 12/1*</small>	<input checked="" type="checkbox"/> Standard
<input type="checkbox"/> Tornado (Take Shelter) Drill – <b>*2 required</b> <small>Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.*</small>	<input type="checkbox"/> Class Change
<input checked="" type="checkbox"/> Lock Down – <b>*3 required</b> <small>Conduct one prior to 12/1*</small>	<input type="checkbox"/> Recess
<input type="checkbox"/> AED/Cardiac Event	<input type="checkbox"/> Other Events (e.g. Lunch)
<input type="checkbox"/> Other (e.g. bus evac.)	
<b>Mandatory Drills</b> *Mandated by changes to the school code	

Name of Reporting School Willow Woods Elementary

Date of Drill 01/14/20 Time drill was held 1:45PM

Exact time required to evacuate/shelter/secure \_\_\_\_\_ The drill was a total of 4 minutes

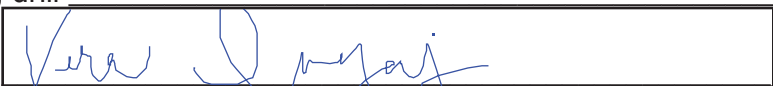
Total Participants \_\_\_\_\_ all staff and students

Remarks \_\_\_\_\_  
at 1:45 principal announced that we will doing an Alice Drill. At 1:50 a cone was placed outside the building by a classroom door. Secretary made the announcement that the Alice Drill was taking place. Staff used walkie talkies to tell where the cone was. Staff was notified

and some took shelter and others evacuated.

Total required drills complete to date 3

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill 


Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date \_\_\_\_\_

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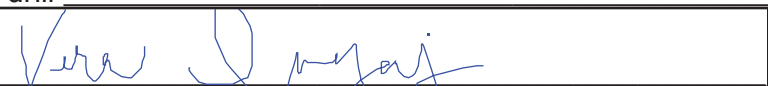
Total Participants \_\_\_\_\_ all staff and students

Remarks \_\_\_\_\_  
at 1:45 principal announced that we will doing an Alice Drill. At 1:50 a cone was placed outside the building by a classroom door. Secretary made the announcement that the Alice Drill was taking place. Staff used walkie talkies to tell where the cone was. Staff was notified

and some took shelter and others evacuated.

Total required drills complete to date 3

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill 


Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date \_\_\_\_\_

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## TYPE OF DRILL

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Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*

Lock Down – **\*3 required**  
Conduct one prior to 12/1\*

AED/Cardiac Event

Other (e.g. bus evac.)

## TIME OF DRILL

Standard

Class Change

Recess

Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods Elementary

Date of Drill 01/09/20 Time drill was held 1:00 PM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants All staff and students \_\_\_\_\_

Remarks Announcement was made by principal via overhead PA system notifying staff and students to take shelter quietly and to listen to

teachers for directions. Walkies were used to contact each teacher for attendance. The all clear was made to go back to class.

Total required drills complete to date 1

Name and title of person conducting drill Vera Ivezaj

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date \_\_\_\_\_

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EMERGENCY DRILLS DOCUMENTATION FORM**

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**School Year**

**TYPE OF DRILL**

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Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*

Lock Down – **\*3 required**  
Conduct one prior to 12/1\*

AED/Cardiac Event

Other (e.g. bus evac.)

**TIME OF DRILL**

Standard

Class Change

Recess

Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods Elementary

Date of Drill 10/17/19 Time drill was held 1:16 PM

Exact time required to evacuate/shelter/secure \_\_\_\_\_ The drill lasted 5 minutes

Total Participants \_\_\_\_\_ All staff and student body including lunch supe

Remarks The alarm was sounded. Students and staff exited the building.

Lunch Supervisors gathered the students who were on the playground and in cafe. Principal radioed each grade via walkie for attendance.

Once all were accounted for, the outside bell were rung for readmittance.

Total required drills complete to date 3

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/18/19

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2019-2020 \_\_\_\_\_

**School Year**

## TYPE OF DRILL

- Fire Drill – \*5 required**  
Conduct one prior to 12/1\*
- Tornado (Take Shelter) Drill – \*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*
- Lock Down – \*3 required**  
Conduct one prior to 12/1\*
- AED/Cardiac Event
- Other (e.g. bus evac.)

## TIME OF DRILL

- Standard
- Class Change
- Recess
- Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods Elementary

Date of Drill 10/08/19 Time drill was held 2:29

Exact time required to evacuate/shelter/secure The Drill lasted a total of 4 minutes \_\_\_\_\_

Total Participants All staff and students \_\_\_\_\_

Remarks At 2:25 principal announced that we will be doing a lockdown drill.

At 2:29 cone was placed in a hallway and Secretary made announcement that Alice drill was taking place.

Staff used walkie to tell where cone was. Staff was notified and some took shelter others evacuated.

Total required drills complete to date 0

Name and title of person conducting drill Vera Ivezaj

Signature of person conducting drill

Drill was coordinated with:

- Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/08/19

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School Year

## TYPE OF DRILL

- Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*
- Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*
- Lock Down – **\*3 required**  
Conduct one prior to 12/1\*
- AED/Cardiac Event
- Other (e.g. bus evac.)

## TIME OF DRILL

- Standard
- Class Change
- Recess
- Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods Elementary

Date of Drill 10/01/19 Time drill was held 12:45 PM

Exact time required to evacuate/shelter/secure 5 minutes

Total Participants Entire School

Remarks The alarm was sounded. Students and staff exited the building. Students on the playground went to their lines. Principal radioed each grade via walkie for attendance.

Once all were accounted for, the outside bell were rung for re-admittance. Lunch Supervisors also participated.

Total required drills complete to date 2

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/01/19

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**EMERGENCY DRILLS DOCUMENTATION FORM**

2019-2020

School Year

**TYPE OF DRILL**

Fire Drill – **\*5 required**  
Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> sem.\*

Lock Down – **\*3 required**  
Conduct one prior to 12/1\*

AED/Cardiac Event

Other (e.g. bus evac.)

**TIME OF DRILL**

Standard

Class Change

Recess

Other Events (e.g. Lunch)

**Mandatory Drills** \*Mandated by changes to the school code

Name of Reporting School Willow Woods Elementary

Date of Drill 09-18-19 Time drill was held 11:05 - 11:09

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants Entire school staff and students \_\_\_\_\_

Remarks The alarm was sounded. 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 1

Name and title of person conducting drill Vera Ivezaj, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 09-19-19