WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2020/2021 **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 Butcher Educational Center

Date of Drill 10/13/20 Time drill was held 12:01 pm

Exact time required to evacuate/shelter/secure 3 min

Total Participants 14

Remarks All staff were clear of the building in less than 30 seconds; Winning Futures one employee continued to work on his computer until admin pounded on his window signalling to him to leave.

Total required drills complete to date 2

Name and title of person conducting drill Neuhoff

Signature of person conducting drill

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☑ Drill Submitted Electronically Date 10/13/20