WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM
_____ 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 1st sem. and beginning of 2nd 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 Butcher Educational Center

Date of Drill 12/7/2018 Time drill was held 12:30 pm

Exact time required to evacuate/shelter/secure 2 minutes 10 seconds

Total Participants 393

Remarks Computer lab was not locked; JC was issued a key so that he can lock it; Not all staff had their walkee talkees on; rooms without PA did use their walkees - but had a hard time hearing; one teacher sent her class before all clear.

Total required drills complete to date 2 lock down, 3 fire

Name and title of person conducting drill Dr. Neuhoff

Signature of person conducting drill X

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☑ Drill Submitted Electronically Date 12/11/2018