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 9/26/2018 Time drill was held 7:48 am

Exact time required to evacuate/shelter/secure to verify all doors locked: 2:55

Total Participants 401

Remarks Found computer lab door open, locked leading to room 127; alerted teacher to check lab next drill.

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 9/26/2018