WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2019-20 **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 October 8, 2019 Time drill was held 1:10 pm

Exact time required to evacuate/shelter/secure :30

Total Participants 392

Remarks Cone was placed at Purple Mutschler; staff cleared the building/entered lock down space in less than 30 seconds. Excessive chatter on the walkee-talkees; one teacher notified staff before the drill began - staff met and debriefed at the end of the day.

Total required drills complete to date 2

Name and title of person conducting drill Dr. Catherine Neuhoff

Signature of person conducting drill

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title

☑ Drill Submitted Electronically Date 1/13/2020