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WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2017-18 **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 3/1/2018 Time drill was held 12:14 pm

Exact time required to evacuate/shelter/secure Less than a minute

Total Participants_____

Remarks External doors are locked at all times and teachers class room doors are locked but open at all times allowing for us to quickly secure classrooms. Walk through assuring that all staff secured windows took 9 minutes total. All doors were locked; blinds closed.

Total required drills complete to date 8

Name and title of person conducting drill Dr. Neuhoff

Signature of person conducting drill Catherine M. Neuhoff Ph.D. Digitally signed by Catherine M. Neuhoff Ph.D. Date: 2018.03.01 17:26:08 -05'00'

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title _____

☑ Drill Submitted Electronically Date 3/1/2018

Submit Form