WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM

2020-21 **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 11/17/2020 Time drill was held 1:10 pm

Exact time required to evacuate/shelter/secure 30 seconds

Total Participants 8

Remarks 4 teachers, 2 clerical, 1 security guard, 1 admin, 1 custodian were present for the drill.

Total required drills complete to date 4

Name and title of person conducting drill Dr. Neuhoff

Signature of person conducting drill

Drill was coordinated with:

☐ Emergency Manager/Fire/Police

Name and Title

☑ Drill Submitted Electronically Date 11/18/2020