

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2024-2025

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 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center-C Block

Date of Drill 01/08/25 Time drill was held 12:45 PM

Exact time required to evacuate/shelter/secure 1 minute

Total Participants 325

Remarks Drill was announced. Staff and students took shelter in designated areas and classrooms. Halls and rooms were checked and an all clear was given. Drill was ended.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 01/08/25

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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 Career Prep Center - B Block

Date of Drill 01/08/2025 Time drill was held 10:05 am

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 325

Remarks Drill was announced. Staff and students took shelter in classrooms and designated areas.

Halls and classrooms were checked. An all clear was given.

Drill was ended.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 01/08/25

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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 Career Prep Center

Date of Drill 1/8/25 Time drill was held 7:08 am

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 300

Remarks Tornado drill was announced. All staff and students took shelter either in their classrooms or their designated areas.

Rooms and hallways checked all clear. Drill was ended

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 01/08/25

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Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - C Block

Date of Drill 11/07/24 Time drill was held 12:30 PM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 280

Remarks Fire alarm was rung. Staff and students evacuated the building.  
Roll call was taken via Walkie Talkie and all clear was given.  
Staff and students returned to the building.

Total required drills complete to date 3

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

- Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 11/7/24

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**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 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - B Block

Date of Drill 11/7/24 Time drill was held 9:38 am

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 300

Remarks Fire alarm was pulled. Students and staff members exited the building. All clear was given in the building. Roll call was done via walkie talkie. Everyone returned to the building.

Total required drills complete to date 3

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 11/7/24

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Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center

Date of Drill 11/7/24 Time drill was held 8:05

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 280

Remarks Fire drill was rung. Students and staff were told to evacuate the building. All halls were checked and an all clear was given. Roll call taken via Walkie Talkie. Everyone returned to the building.

Total required drills complete to date 3

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

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- 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 Career Prep Center - C BLOCK

Date of Drill 10/11/24 Time drill was held 12:30 PM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 300

Remarks Fire alarm was pulled. All students and staff evacuated the building. Roll call was done via walkie talkie. Everyone was accounted for. Staff and students returned to the building.

Total required drills complete to date 2

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

- Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/11/24

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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 Career Prep Center - B BLOCK

Date of Drill 10/11/24 Time drill was held 10:45 AM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 300

Remarks Fire bell was rung. All staff and students evacuated the building. Rooms were checked - all clear. Roll call taken via walkie talkie. Everyone returned safely to the building.

Total required drills complete to date 2

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/11/24



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Conduct one prior to 12/1\*

Tornado (Take Shelter) Drill – **\*2 required**

Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - A BLOCK

Date of Drill 10/11/24 Time drill was held 7:30 AM

Exact time required to evacuate/shelter/secure 2.5 minutes

Total Participants 285

Remarks Fire drill was rung. All staff and students evacuated the building.

Roll call was done via the walkie talkie. Everyone was accounted for.

Everyone returned to the building.

Total required drills complete to date 2

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/11/24

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Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - C Block

Date of Drill 10/1/24 Time drill was held 12:30 PM

Exact time required to evacuate/shelter/secure 3 minutes

Total Participants 300

Remarks ALICE drill was done as a hold drill with a medical emergency.

Drill was announced Walkie was used to alert MERT team. Team quickly responded. Pretend 911 and AED were used. Everyone stayed in there rooms

until end of drill was announced.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/1/24

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Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - B Block

Date of Drill 10/1/24 Time drill was held 10:00 am

Exact time required to evacuate/shelter/secure 4 Minutes

Total Participants 300

Remarks Alice drill was announced. Hold procedures were practiced. Medical emergency was announced, location was given and everyone was held in their classrooms. MERT team

responded. MERT asked for 911 to be called and AED be brought to sight of emergency.

Both done(pretend) and drill was ended.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/01/24

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Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - A Block

Date of Drill 10/01/24 Time drill was held 8:12 am

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 300

Remarks Alice drill was performed as a hold drill with a medical emergency. Drill was announced.

Walkie was used to state medical emergency and where Alice was. Emergency team responded immediately. Staff

member was asked to call 911. Announced 911(pretend) was called Alice was evaluated and drill ended. Everyone stayed in their rooms.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenthan

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 10/01/24

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Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - C Block

Date of Drill 09/13/24 Time drill was held 12:45

Exact time required to evacuate/shelter/secure 3 minutes

Total Participants 325

Remarks Fire bell was rung. Staff and students evacuated the building.  
Roll call was taken via walkie talkie. Everyone was accounted for.  
Staff and students returned to the building.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 09/13/24

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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 Career Prep Center - B Block

Date of Drill 09/13/24 Time drill was held 10:00AM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 320

Remarks Fire alarm was rung. Students and staff evacuated the building.  
Roll call was done via walkie talkie. Everyone was accounted  
for. Staff and students returned to the building.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

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Tornado (Take Shelter) Drill – **\*2 required**  
Conduct one at the beginning of 1<sup>st</sup> sem. and beginning of 2<sup>nd</sup> 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 Career Prep Center - A Block

Date of Drill 09/13/24 Time drill was held 7:19 AM

Exact time required to evacuate/shelter/secure 3 minutes

Total Participants 323

Remarks Fire alarm was pulled all students and staff evacuated the building. Roll call was done via walkie talkie. Everyone was accounted for. Students and staff returned to the building.

Total required drills complete to date 1

Name and title of person conducting drill Carlie McClenathan, Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

Name and Title \_\_\_\_\_

Drill Submitted Electronically Date 09/13/24