

# 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 Willow Woods Elementary

Date of Drill 1/8/2025 Time drill was held 3:00 pm

Exact time required to evacuate/shelter/secure 9 minutes

Total Participants 392

Remarks Take Shelter in Place Drill went well.

Total required drills complete to date 5

Name and title of person conducting drill Vera Ivezaj - Principal

Signature of person conducting drill Vera Ivezaj

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date 1/8/2025

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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 WILLOW WOODS ELEMENTARY

Date of Drill 11/12/2024 Time drill was held 12:00 PM

Exact time required to evacuate/shelter/secure 4 MIN

Total Participants 427

Remarks DRILL WENT VERY WELL.

Total required drills complete to date 4

Name and title of person conducting drill Vera Ivezaj - Principal

Signature of person conducting drill Vera Ivezaj

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date 11/12/2024

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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 Willow Woods Elementary

Date of Drill 10/17/2024 Time drill was held 1:55 pm

Exact time required to evacuate/shelter/secure 5 min

Total Participants 443

Remarks NO ISSUES

Total required drills complete to date 3

Name and title of person conducting drill VERA IVEZAJ - PRINCIPAL

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date 10/17/2024

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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 WILLOW WOODS ELEMENTARY

Date of Drill 10/1/2024 Time drill was held 2:00

Exact time required to evacuate/shelter/secure 5 MINUTES

Total Participants 410

Remarks A.L.I.C.E. DRILL WENT WELL.

Total required drills complete to date 2

Name and title of person conducting drill VERA IVEZAJ

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date 10/1/2024

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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 WILLOW WOODS

Date of Drill 9/12/2024 Time drill was held 9:30 AM


Exact time required to evacuate/shelter/secure UNDER 2 MINUTES

Total Participants 442

Remarks NO ISSUES ALL WENT WELL.

Total required drills complete to date ONE

Name and title of person conducting drill VERA IVEZAJ - PRINCIPAL

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date SEPT. 12, 2024