

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 5/26/22 Time drill was held 3:00

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 350

Remarks Fire drill was sounded. Students and staff evacuated building. Everyone was accounted for by principal using walkie talkie to speak to each staff member. Bell was rung for staff and students to return to the building.

Total required drills complete to date 5

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 06/1/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 04/28/22 Time drill was held 3:00PM

Exact time required to evacuate/shelter/secure 3:04 PM

Total Participants 375

Remarks Fire bell was rung. All students and staff evacuated the building. Attendance was taken via

walkie talkie. All staff and students were accounted for.

Bell was rung and everyone returned to the building.

Total required drills complete to date 4

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 04/29/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 04/22/22 Time drill was held 3:05 PM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 400

Remarks At 3:05 cone was placed in our Kindergarten hallway and office made the announcement that the drill was taking place.

Teacher called on the walkie immediately that the cone was in the 300 hallway. After 2 minutes the cone was moved to
the outside by door 24. Call was made on the walkie were it was. At 3:09 announcement was made that the drill was over.

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 04/22/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 03/24/22 Time drill was held 1:46 PM

Exact time required to evacuate/shelter/secure 5 minutes


Total Participants 400

Remarks Announcement was made that Tornado drill is taking place. Staff got students into safe areas and instructed students how to sit and listen.

Principal, Secretary and clerk checked the classrooms to make sure everyone knew where to go and what to do.

Total required drills complete to date 2

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 03/25/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 01/24/22 Time drill was held 10:25 AM

Exact time required to evacuate/shelter/secure 3 Minutes

Total Participants 350

Remarks Announcement was made that a shelter drill was in place. Staff and students took shelter in designated areas. Principal checked in with all staff via walkie talkie.

Everyone was accounted for. Principal announced drill was complete.

Total required drills complete to date 1

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 _____

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 01/20/22 Time drill was held 2:00PM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 390

Remarks Announcement was made that the ALICE Drill was taking place at 2:00. At 2:01 announcement came over the

Walkie Talkie that the cone was outside in front of the main door #1. No other response from staff. At 2:04 announcement was made by the principal over the walkie talkie that the cone was seen outside by doors 29 and 30.

No response from any staff. 2:06 announcement was made by walkie and PA system that the drill was over.

Total required drills complete to date 1

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 1/20/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 12-14-21 Time drill was held 2:31 PM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 410

Remarks Fire bell was rung at 2:31 PM. Students and staff evacuated the building.
Staff checked in via walkie talkie. All staff and students accounted for
outside bell rung and everyone came back into the building.

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 12-14-21

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

21/22

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 1st sem. and beginning of 2nd 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 11/8/21 Time drill was held 10:46 AM

Exact time required to evacuate/shelter/secure 4 Minutes

Total Participants 375

Remarks ALICE Drill was done. Principal made the announcement 5 minutes prior and 30 seconds prior walked the office to make announcement. Cone was placed outside

the main office door inside the school hallway. Clerk walked staff to notify them. Office took shelter. Cone was moved outside Room 111 inside Media Center. No one saw the cone the 2nd time.

After 4 minutes announcement was made over PA and Walkie that the drill was complete.

Total required drills complete to date 1

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 11/8/21

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2021-2022

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 1st sem. and beginning of 2nd 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 10/14/21 Time drill was held 3:00 PM

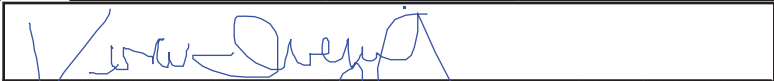
Exact time required to evacuate/shelter/secure 5 minutes

Total Participants 394

Remarks Bell was rung for drill. All students and staff evacuated building.
Check in was done for each class over the walkie by the principal. All staff and
students accounted for. Bell was rung to return to the building.

Total required drills complete to date 2

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 10/14/21

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2021-2022

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- Fire Drill – ***5 required**
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Conduct one at the beginning of 1st sem. and beginning of 2nd 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 09-16-21 Time drill was held 10:46 AM

Exact time required to evacuate/shelter/secure 5


Total Participants 349

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

Attendance was taken via walkie talkie. All staff
and students were accounted for and returned to the building.

Total required drills complete to date 1

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 _____