

**WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM**

2022-2023

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 05/23/23 Time drill was held 9:06AM

Exact time required to evacuate/shelter/secure 6 minutes

Total Participants 400

Remarks Fire drill bell was rung. Building was evacuated.
Walkie talkies used to take attendance. All students and
staff accounted for. Bell was rung to return to building

Total required drills complete to date 5

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 05/23/23

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

4/28/23

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 05/04/23 Time drill was held 3:13 PM


Exact time required to evacuate/shelter/secure 5 minutes

Total Participants 430

Remarks Fire bell was rung. Staff and students evacuated the building. Roll call was taken by the principal over walkie talkies. Everyone was accounted for. Bells were rung everyone returned to the building.

Total required drills complete to date 4

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 05/04/23

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2022-2023

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 4/12/23 Time drill was held 9:50 AM

Exact time required to evacuate/shelter/secure 6 minutes

Total Participants 420

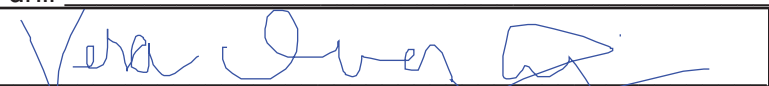
Remarks Announcement was made that Alice Drill was about begin.

Cone was placed outside 3rd grade classrooms. Reported over walkie that someone saw the cone and where it was. Cone was moved after 3

min. no one saw the cone. Drill ended 2 minutes later.

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 05/04/23

**WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM**

2022-2023

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 03-22-23 Time drill was held 1:00 PM

Exact time required to evacuate/shelter/secure 3 minutes

Total Participants 420

Remarks Announcement was made for Tornado drill and emergency bell was rung. Staff and students went to take cover areas. Everyone was accounted for by walkie talkie. Bell was rung for students to return to the classroom.

Total required drills complete to date 3

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 05/05/23

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2022-2023

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 01/24/23 Time drill was held 2:04 PM

Exact time required to evacuate/shelter/secure 5 minutes

Total Participants 430

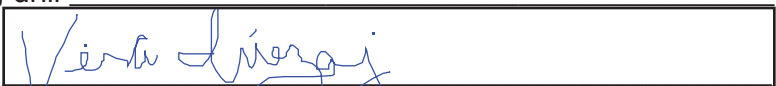
Remarks Announcement was made by office that the ALICE Drill was about to start. Cone was placed outside the by the 1st grade fire doors. Announcement

on the walkie were the cone was. No one came out of the outside doors. After a couple of minutes the cone was being to moved outside to the 4th grade side of the building. Announcement over the walkie where the cone was headed. Again no one came out

Announcement made by the office that the drill was complete at 2:09 PM.

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 01/27/23

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2022-2023

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 01/11/23 Time drill was held 10:46 AM

Exact time required to evacuate/shelter/secure 7 minutes

Total Participants 375

Remarks Principal made the announcement that shelter in place drill was beginning. Staffs and students went to safe places in the building to take shelter. Roll call was done on the walkies and everyone was accounted for.

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 01/11/23

**WARREN CONSOLIDATED SCHOOLS
EMERGENCY DRILLS DOCUMENTATION FORM**

2022-2023

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 11/16/22 Time drill was held 12:02 PM

Exact time required to evacuate/shelter/secure 2 Minutes

Total Participants 400

Remarks Fire bell was rung. All students and staff exited the building.
Staff checked in by walkie talkie and reported all students
and staff accounted for.

Total required drills complete to date 3

Name and title of person conducting drill Cheryl Piec, Secretary

Signature of person conducting drill 

Drill was coordinated with:

- Emergency Manager/Fire/Police

Name and Title _____

Drill Submitted Electronically Date 11/16/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2022-2023

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 10/18/22 Time drill was held 1:51 PM

Exact time required to evacuate/shelter/secure 4 minutes


Total Participants 350

Remarks At 1:51 PM the fire drill was rung by office staff. Students and staff exited the building in a timely manner. Attendance was taken by the principal over the walkie talkie. Everyone was accounted for.

The bell was rung and everyone returned to the building.

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 10/18/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2022-2023

School Year

<u>TYPE OF DRILL</u>	<u>TIME OF DRILL</u>
<input type="checkbox"/> Fire Drill – *5 required <small>Conduct one prior to 12/1*</small>	<input checked="" type="checkbox"/> Standard
<input type="checkbox"/> Tornado (Take Shelter) Drill – *2 required <small>Conduct one at the beginning of 1st sem. and beginning of 2nd sem.*</small>	<input type="checkbox"/> Class Change
<input checked="" type="checkbox"/> Lock Down – *3 required <small>Conduct one prior to 12/1*</small>	<input type="checkbox"/> Recess
<input type="checkbox"/> AED/Cardiac Event	<input type="checkbox"/> Other Events (e.g. Lunch)
<input type="checkbox"/> Other (e.g. bus evac.)	
Mandatory Drills *Mandated by changes to the school code	

Name of Reporting School Willow Woods Elementary

Date of Drill 10/4/22 Time drill was held 10:51


Exact time required to evacuate/shelter/secure 4 minutes for entire drill

Total Participants 365

Remarks Announcement was made that ALICE drill would be starting. Principal placed cone inside media center - outside classroom door. Teacher came over the walkie that cone was by 4th grade classrooms. Principal did try to open doors. Some classrooms sheltered in place and some evacuated the building.
After 4 minutes drill ended and everyone went back to their rooms.

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 10/4/22

WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

_____ 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 _____

Date of Drill _____ Time drill was held _____

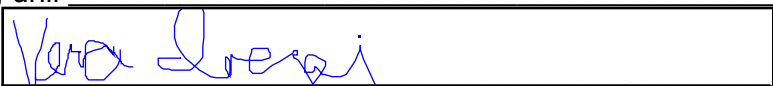
Exact time required to evacuate/shelter/secure _____

Total Participants _____

Remarks _____

Total required drills complete to date _____

Name and title of person conducting drill _____

Signature of person conducting drill 

Drill was coordinated with:

- Emergency Manager/Fire/Police

Name and Title _____

Drill Submitted Electronically Date _____