

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

24/25 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 Harwood Elementary

Date of Drill 11/13/2024 Time drill was held 1:35

Exact time required to evacuate/shelter/secure 4:47

Total Participants 571

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total required drills complete to date 3

Name and title of person conducting drill Jason Clark

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date 11/13/2024

**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 Harwood Elementary School

Date of Drill 10/17/24 Time drill was held 2:35

Exact time required to evacuate/shelter/secure 4:30

Total Participants 570

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total required drills complete to date 2

Name and title of person conducting drill Jason Clark

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date 11/12/2024

**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 Harwood Elementary School

Date of Drill 10-1-24 Time drill was held 1:35

Exact time required to evacuate/shelter/secure 5:20

Total Participants 570

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total required drills complete to date 1

Name and title of person conducting drill Jason Clark Building Principal

Signature of person conducting drill 

Drill was coordinated with:

Emergency Manager/Fire/Police

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

Drill Submitted Electronically Date \_\_\_\_\_