

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

20/21

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 05/14/21 Time drill was held 10:20 AM


Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 157

Remarks Fire bell was activated. Staff and students evacuated building  
Attendance was taken over walkie talkies. Walkies and outside  
bells were used to notify 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 \_\_\_\_\_

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## TYPE OF DRILL

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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 Willow Woods Elementary

Date of Drill 04/27/21 Time drill was held 11:26 AM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 174

Remarks Staff was notified we are in an Alice Drill. Cone was placed in the 3rd grade area of the media center.

It was announced that the cone was outside room 111. Staff was notified via walkie and overhead where the cone was located. After two minutes the cone was moved outside room 101. A staff member noticed it and again

everyone was made aware via walkie and overhead announcement. At 11:30 the announcement was made that the drill was complete.

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 \_\_\_\_\_

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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 April 14, 2021 Time drill was held 10:30 AM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 172

Remarks Fire Drill alarm was rung. Staff and students went outside and away from the building.

Walkies were used to take attendance. Outside bells were rung to notify staff and students to return to the 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 5/4/21

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2020-2021

School Year

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

Name of Reporting School Willow Woods Elementary

Date of Drill 03-30-2021 Time drill was held 10:00 am

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 200


Remarks At 9:55 am, principal announced that we were going to have an ALICE drill in 5 minutes. At 10:00 AM cone was placed in the cafeteria hallway.

Secretary made the announcement that the ALICE Drill had started. No response from any staff member that the cone was spotted. Cone was moved at 10:02 outside the main office. Office alerted staff where the cone was using walkie talkies.

At 10:04 the announcement was made that the ALICE 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 03-30-21

**WARREN CONSOLIDATED SCHOOLS  
EMERGENCY DRILLS DOCUMENTATION FORM**

2020-2021

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 3-24-2021 Time drill was held 1:00 PM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 15

Remarks Announcement was made by the principal that a Tornado Drill would be taking place.

Staff took shelter. Principal checked in with all staff via walkie talkie.

Principal announced drill was complete.

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 04-15-21

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2020-2021

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 01/13/21 Time drill was held 3:02PM

Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 12


Remarks Announcement was made by the principal via overhead system notifying staff to take shelter

quickly and quietly and to listen for directions. Everyone

was contacted by walkie talkie to ensure they were safe. Announcement was made for the all clear.

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

2020-2021

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 January 12, 2021 Time drill was held 2:34 PM

Exact time required to evacuate/shelter/secure 5 minutes

Total Participants 15

Remarks Staff was notified of Alice Drill. Cone was placed in a hallway and announcement was made for staff to utilize Alice protocol. No one saw the cone. After two minutes the cone was removed. Again, the cone was not spotted.

at 2:39 staff was notified that the drill was complete.

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 01/12/21

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

2020-2021

School Year

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- 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

Date of Drill 11/19/2020 Time drill was held 3:55 PM

Exact time required to evacuate/shelter/secure 2 minutes


Total Participants 8

Remarks Fire bell was sounded. Staff evacuated building.

Walkies and outside bells were used to notify  
staff to return to building.

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 11/19/2020



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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 Willow Woods Elementary

Date of Drill 11/17/2020 Time drill was held 12:40 PM

Exact time required to evacuate/shelter/secure 4 minutes

Total Participants 30

Remarks At 12:35 principal announced there was going to be an Alice Drill. At 12:40 pm a cone was placed

outside the 4th grade rooms. Secretary made the announcement that the Alice Drill was taking place. Staff used the walkie talkies to communicate where the cone was.

Staff was notified. Some took shelter and others evacuated. No one saw the cone the second time.

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 11/17/2020

# WARREN CONSOLIDATED SCHOOLS EMERGENCY DRILLS DOCUMENTATION FORM

20-21

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- 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 11/11/2020 Time drill was held 12:50 PM


Exact time required to evacuate/shelter/secure 2 minutes

Total Participants 15

Remarks Fire drill alarm was rung. Staff went out appropriate doors. Walkies and outside bells were rung to notify staff to return to the building.

Total required drills complete to date 2

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 11/11/2020