



# Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Early Childhood Center</u>	<u>DRILL TYPE</u>	<u>NUMBER</u>
School Year: <u>2016/17</u>	<input checked="" type="checkbox"/> FIRE	_____ OF 5
Date of Drill: <u>9/14/16</u>	<input type="checkbox"/> TORNADO	_____ OF 2
Time of Day: <u>10:30</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> LOCKDOWN	_____ OF 3
	<input type="checkbox"/> BUS EVACUATION	
	Total Participants:	<u>103</u>

Time Required to Evacuate/Shelter/Secure (minutes): 6

Remarks: \_\_\_\_\_

Improvements Needed for Next Drill: All doors need to be locked

Name of Person Conducting Drill: Stacy Santamaria

Title of Person Conducting Drill: Early Childhood Coordinator

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:

Emergency Management Coordinator  
 Sgt. Kevin Borycz (586) 574-4853 kborycz@warrenpd.org

OR  
 Police  OR Fire: Name/Title: \_\_\_\_\_

- State of Michigan law requires a minimum of 5 fire drills, 2 tornado drills and 3 lockdown drills.
- Three of the fire drills are to be held in the fall and two during the remainder of the year.
- One tornado drill must be held during the month of March
- One lockdown drill by December 1; and at least one after January 1
- One drill during lunch, recess or other
- Teachers are reminded to remove attendance books when vacating building.
- When each Safety Drill is finished, send completed forms to Joann Anderson - Pupil Accounting, Matthew Dishman - Facilities and Transportation and Jackie Miracle - Educational Service Center, within five days of completing drill. Maintain a copy for your records.



# Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Early Childhood Center</u> School Year: <u>2016/17</u> Date of Drill: <u>September 22, 2016</u> Time of Day: <u>9:30</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<table border="0"> <tr> <th colspan="2" style="text-align: left; border-bottom: 1px solid black;">DRILL TYPE</th> </tr> <tr> <td><input type="checkbox"/></td> <td>FIRE</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TORNADO</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>LOCKDOWN</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BUS EVACUATION</td> </tr> </table>	DRILL TYPE		<input type="checkbox"/>	FIRE	<input type="checkbox"/>	TORNADO	<input checked="" type="checkbox"/>	LOCKDOWN	<input type="checkbox"/>	BUS EVACUATION	<table border="0"> <tr> <th colspan="2" style="text-align: left; border-bottom: 1px solid black;">NUMBER</th> </tr> <tr> <td style="border-bottom: 1px solid black; width: 50px;"></td> <td style="text-align: right;">OF 5</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">OF 2</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">1</td> <td style="text-align: right;">OF 3</td> </tr> </table>	NUMBER			OF 5		OF 2	1	OF 3
DRILL TYPE																				
<input type="checkbox"/>	FIRE																			
<input type="checkbox"/>	TORNADO																			
<input checked="" type="checkbox"/>	LOCKDOWN																			
<input type="checkbox"/>	BUS EVACUATION																			
NUMBER																				
	OF 5																			
	OF 2																			
1	OF 3																			
Total Participants: _____		195																		

Time Required to Evacuate/Shelter/Secure (minutes): 7 minutes

Remarks: All rooms were in lock down mode

Improvements Needed for Next Drill: Phone system needs to be tested to make sure all rooms can hear.

Name of Person Conducting Drill: Erika Ali

Title of Person Conducting Drill: SACC Liaison

Signature of Person Conducting Drill: 

Drill Coordinated With:

Emergency Management Coordinator

Sgt. Kevin Borycz      (586) 574-4853      kborycz@warrenpd.org

OR

Police

OR  Fire: Name/Title: \_\_\_\_\_

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- Teachers are reminded to remove attendance books when vacating building.



# Warren Woods Public Schools SAFETY DRILLS

<u>Building/Bus:</u> <u>Early Childhood Center</u>	<u>DRILL TYPE</u>	<u>NUMBER</u>
<u>School Year</u> <u>2016/17</u>	<input type="checkbox"/> FIRE	<u>          </u> OF 5
<u>Date of Drill:</u> <u>September 28, 2016</u>	<input checked="" type="checkbox"/> TORNADO	<u>      1      </u> OF 2
<u>Time of Day</u> <u>10:00</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> LOCKDOWN	<u>          </u> OF 3
	<input type="checkbox"/> BUS EVACUATION	
	<u>Total Participants:</u>	<u>          192          </u>

Time Required to Evacuate/Shelter/Secure (minutes): 8 minutes

Remarks: \_\_\_\_\_

Improvements Needed for Next Drill: Alert system needs to be looked at

Name of Person Conducting Drill: Stacy Santamaria

Title of Person Conducting Drill: Early Childhood Coordinator

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:  
 Emergency Management Coordinator

Sgt. Kevin Borycz      (586) 574-4853      kborycz@warrenpd.org  
OR

Police      OR       Fire: Name/Title: \_\_\_\_\_

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# Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Early Childhood Center</u>  School Year: <u>2016/17</u>  Date of Drill: <u>10/13/16</u>  Time of Day: <u>2:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>DRILL TYPE</u> <input checked="" type="checkbox"/> FIRE <input type="checkbox"/> TORNADO <input type="checkbox"/> LOCKDOWN <input type="checkbox"/> BUS EVACUATION	<u>NUMBER</u> <u>2</u> OF 5 <u>      </u> OF 2 <u>      </u> OF 3  Total Participants: <u>238</u>
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Time Required to Evacuate/Shelter/Secure (minutes): 3 minutes

Remarks: Alarm sound wasn't working in all rooms.

Improvements Needed for Next Drill: All teachers need to have emergency cards

Name of Person Conducting Drill: Stacy Santamaria

Title of Person Conducting Drill: Early Childhood Coordinator

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:

Emergency Management Coordinator

Sgt. Kevin Borycz      (586) 574-4853      kborycz@warrenpd.org

OR

Police

OR  Fire: Name/Title: \_\_\_\_\_

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# Warren Woods Public Schools SAFETY DRILLS

	<u>DRILL TYPE</u>	<u>NUMBER</u>
Building/Bus: <u>Early Childhood Center</u>	<input checked="" type="checkbox"/> FIRE	<u>3</u> OF 5
School Year: <u>2016/17</u>	<input type="checkbox"/> TORNADO	<u>      </u> OF 2
Date of Drill: <u>11/3/16</u>	<input type="checkbox"/> LOCKDOWN	<u>      </u> OF 3
	<input type="checkbox"/> BUS EVACUATION	
Time of Day: <u>2:30</u> <input checked="" type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Total Participants:	<u>207</u>

Time Required to Evacuate/Shelter/Secure (minutes): 7

Remarks: All rooms were evacuated in a orderly manner

Improvements Needed for Next Drill: All doors need to be locked

Name of Person Conducting Drill: Stacy Santamaria

Title of Person Conducting Drill: Early Childhood Coordinator

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:

Emergency Management Coordinator

Sgt. Kevin Borycz (586) 574-4853 kborycz@warrenpd.org

OR

Police

OR  Fire: Name/Title: \_\_\_\_\_

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## Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Early Childhood</u>	<u>DRILL TYPE</u>	<u>NUMBER</u>
School Year: <u>2016/17</u>	<input type="checkbox"/> FIRE	_____ OF 5
Date of Drill: <u>11/16/16</u>	<input type="checkbox"/> TORNADO	_____ OF 2
Time of Day: <u>3:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> LOCKDOWN	_____ OF 3
	<input type="checkbox"/> BUS EVACUATION	
	Total Participants:	<u>162</u>

Time Required to Evacuate/Shelter/Secure (minutes): 5 minutes

Remarks: Staff was in the hallway and unaware of the drill

Improvements Needed for Next Drill: Speaker system needs to be put into hallways

Name of Person Conducting Drill: Stacy Santamaria

Title of Person Conducting Drill: Early Childhood Coordinator

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:

Emergency Management Coordinator

Sgt. Kevin Borycz (586) 574-4853 kborycz@warrenpd.org

OR

Police

OR  Fire: Name/Title: \_\_\_\_\_

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# Warren Woods Public Schools SAFETY DRILLS

	<u>Warren Woods Early Childhood Center</u>	<u>DRILL TYPE</u>	<u>NUMBER</u>
Building/Bus:		<input type="checkbox"/> FIRE	OF 5
		<input checked="" type="checkbox"/> TORNADO	2 OF 2
School Year	<u>2016/17</u>	<input type="checkbox"/> LOCKDOWN	OF 3
		<input type="checkbox"/> BUS EVACUATION	
Date of Drill:	<u>3/8/17</u>		
Time of Day	<u>2:45</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Total Participants:	<u>187</u>

Time Required to Evacuate/Shelter/Secure (minutes): 4 minutes

Remarks: Parents were in the hall-dismissal time for tuition preschool

Improvements Needed for Next Drill: Speaker system for hallway

Name of Person Conducting Drill: Stacy Santamaria  
Early Childhood Coordinator

Title of Person Conducting Drill: \_\_\_\_\_

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:

Emergency Management Coordinator

Sgt. Kevin Borycz (586) 574-4853 kborycz@warrenpd.org

OR

Police

OR  Fire: Name/Title: \_\_\_\_\_

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# Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Early Childhood Center</u> School Year: <u>2016/17</u> Date of Drill: <u>April 10, 2017</u> Time of Day: <u>10:00</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<u>DRILL TYPE</u> <input checked="" type="checkbox"/> FIRE <input type="checkbox"/> TORNADO <input type="checkbox"/> LOCKDOWN <input type="checkbox"/> BUS EVACUATION	<u>NUMBER</u> <u>4</u> OF 5 <u>      </u> OF 2 <u>      </u> OF 3 Total Participants: _____
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Time Required to Evacuate/Shelter/Secure (minutes): 5

Remarks: \_\_\_\_\_

Improvements Needed for Next Drill: Need a ramp outside door 32

Name of Person Conducting Drill: Stacy Santamaria

Title of Person Conducting Drill: Early Childhood Coordinator

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:

Emergency Management Coordinator

Sgt. Kevin Borycz (586) 574-4853 kborycz@warrenpd.org

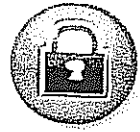
OR

Police

OR  Fire: Name/Title: \_\_\_\_\_

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# Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Early Childhood Center</u> School Year: <u>2016/17</u> Date of Drill: <u>4/19/17</u> Time of Day: <u>1:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>DRILL TYPE</u> <input type="checkbox"/> FIRE <input checked="" type="checkbox"/> TORNADO <input type="checkbox"/> LOCKDOWN <input type="checkbox"/> BUS EVACUATION	<u>NUMBER</u> _____ OF 5 <u>State</u> OF 2 _____ OF 3 Total Participants: <u>200</u>
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Time Required to Evacuate/Shelter/Secure (minutes): \_\_\_\_\_

6

Remarks: State Wide Drill

Improvements Needed for Next Drill: \_\_\_\_\_

Name of Person Conducting Drill: \_\_\_\_\_

Stacy Santamaria

Title of Person Conducting Drill: \_\_\_\_\_

EC Coordinator

Signature of Person Conducting Drill: \_\_\_\_\_

Stacy Santamaria

Drill Coordinated With:

Emergency Management Coordinator

Sgt. Kevin Borycz      (586) 574-4853      kborycz@warrenpd.org

OR

Police

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		<u>DRILL TYPE</u>	<u>NUMBER</u>
Building/Bus:	<u>Early Childhood Center</u>	<input checked="" type="checkbox"/> FIRE	<u>5</u> OF 5
School Year	<u>2016/17</u>	<input type="checkbox"/> TORNADO	<u>      </u> OF 2
		<input type="checkbox"/> LOCKDOWN	<u>      </u> OF 3
		<input type="checkbox"/> BUS EVACUATION	
Date of Drill:	<u>May 17, 2017</u>		
Time of Day	<u>2:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Total Participants:	<u>242</u>

Time Required to Evacuate/Shelter/Secure (minutes): 6 minutes

Remarks: \_\_\_\_\_

Improvements Needed for Next Drill: Need to get out quicker

Name of Person Conducting Drill: Stacy Santamaria

Title of Person Conducting Drill: Early Childhood Coordinator

Signature of Person Conducting Drill: *Stacy Santamaria*

Drill Coordinated With:

Emergency Management Coordinator

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