





		DRIL!	L TYPE	NUMBER
Building/Bus:	Pinewood Elementary School		FIRE	1 OF 5
			TORNADO	OF 2
School Year	2016/17		LOCKDOWN	OF 3
			BUS EVACUATION	
Date of Drill:	9/15/16			
Time of Day		•	Total Participants:	323
Time Required	to Evacuate/Shelter/Secure			
(minutes):			31:14	
St	taff and students were well prepared	for the	drill and moved to their	r locations
Remarks: pr	omptly.			
			o remain quiet when the	ey are in their
Improvements	Needed for Next Drill: designat	ted loca	tions	
Name of Perso	n Conducting Drill: Leo Kor	ndziolk	a	
Title of Person	Conducting Drill: Principa	al v		
Signature of Po	erson Conducting Drill:	~	P	Wiles
Drill Coordinate				
	mergency Management Coordinator	r		
S	gt. Kevin Borycz (586) 574-485 OR	53	kborycz@warrenpd.or	g
P	rolice			
	OR 🗌 Fire: Name	e/Title:		
State of	of Michigan law requires a minimum of 5 fir	ire drills,	2 tornado drills and 3 lockd	lown drills.
	of the fire drills are to be held in the fall and			
	ornado drill must be held during the month o			
	ookdown drill by December 1: and at least o			

One drill during lunch, recess or other

Teachers are reminded to remove attendance books when vacating building.







		$D(\zeta)$	ILL TYPE	<u>NUMBER</u>
Building Lus.	Pinewood Elementary Sensoi		FIRE	OP 5
			TURNADO	OF 2
School Year	2016/17	X	LOCKDOWN	2 OF 3
		- ;	BUS EVACUATION	
Date of Daill:	11/22/2016	_		
fime of Day	12 pm		Total Participants:	303
Time Required	to Evacuate/Shelten/Secure			
(minutes):		2	minutes and 18 seconds	
Sti	afi and students were well prepared	for the	e drill and moved to thei	r locations
	omptly. This drift was performed a			
	get to their locations quickly and qu		•	
Improvements	Reeded for Next Drill: 1 would	like (c	or the drill to be performe	ed more quickly.
Name of Person	Conducting Drill: Leo Kor	idzioll	(a	
Title of Person (Conducting Drill: Principa	<u> </u>		
Signature of Per	rson Conducting Drill:			\leq
Drill Coordinated	i With:			
☐ En	ergency Management Coordinator		V	
Sgr	. Kevin Boryaz (586) 574-4 853 OR		kborycz@warrenpd.org	
2.4	ice			
[-/		Title	Officer Tom	Course
• State of 1	Vilabigan law requires a minimum of 5 fire			
	THE CONTRACTOR THE TOTAL STREET THE PART THE PART STREET STREET STREET	**: * * 2:2*	ment in the state of the property of the property of the state of the	*** *********

- 4 Three of the fire drills are to be held in the fall and two during the remainder of the year.
- One tornade 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 funch, recess or other.
- Teachers are reminded to remove attendance backs when vacating building.







		DRILL TYPE	<u>NUMBER</u>
Building/Bus:	Pinewood Elementary School	FIRE	OF 5
		TORNADO	1 OF 2
School Year	2016/17	LOCKDOWN	OF 3
		BUS EVACUATION	
Date of Drill:	9/20/16		
Time of Day	9:30 AM PM	Total Participants:	333
Time Required	to Evacuate/Shelter/Secure		
(minutes):		4 Minutes and 40 Second	ls
W	e moved a few of the protection loca	ations, so the drill was less or	ganized than years
ра	st. In the future, teachers will be mo	ore comfortable with their nev	w locations and will
Remarks: be	able to mofe to those locations muc	ch more quickly.	
	Students	s need to remain quiet when the	hey are in their
Improvements	Needed for Next Drill: designat	ed locations	
Name of Perso	n Conducting Drill: Leo Kor	ndziolka	
Title of Person	Conducting Drill: Principa	1 1	
Signature of Pe	erson Conducting Drill:	2/20-	
Drill Coordinate	ed With:		
E	mergency Management Coordinator		
S	gt. Kevin Borycz (586) 574-485	3 kborycz@warrenpd.c	org
	OR		
P	olice		
	OR 🗌 Fire: Name	e/Title:	
• State o	f Michigan law requires a minimum of 5 fir	re drills, 2 tornado drills and 3 lock	down drills.
• Three	of the fire drills are to be held in the fall and	d two during the remainder of the y	ear.
• One to	rnado drill must be held during the month o	of March	
• One lo	ckdown drill by December 1; and at least o	ne after January 1	

One drill during lunch, recess or other

Teachers are reminded to remove attendance books when vacating building.







		DRILL TYPE	<u>NUMBER</u>
Building/Bus:	Pinewood Elementary School	FIRE	2 OF 5
		TORNADO	OF 2
School Year	2016/17	LOCKDOWN	OF 3
		BUS EVACUATION	
Date of Drill:	11/13/2016 10/13/2016		
Time of Day	<u>3</u> ☐ AM ⊠ PM	Total Participants:	332
Time Required	to Evacuate/Shelter/Secure		
(minutes):		2:43	
St	aff and students were well prepared	for the drill and moved to the	ir locations
Remarks: pr	omptly.		
	Students	need to remain quiet when th	ey are in their
Improvements	Needed for Next Drill: designate	ed locations, especially when	a sub is present.
Name of Person	n Conducting Drill: Leo Kon	dziolka	
Title of Person	Conducting Drill: Principal	·	······································
Signature of Pe	erson Conducting Drill:		
Drill Coordinate	ed With:		
☐ Ei	mergency Management Coordinator	,	
Sg	gt. Kevin Borycz (586) 574-4853	kborycz@warrenpd.or	·g
Th.	OR		
P	olice	'CP' . 1	
	OR Fire: Name/	***************************************	
	f Michigan law requires a minimum of 5 fire		
	of the fire drills are to be held in the fall and		ar.
• Une for	rnado drill must be held during the month of	March	

- 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.







		DRILL TYPE	<u>NUMBER</u>
Building/Bus	s: Pinewood Elementary School	FIRE	OF 5
		TORNADO	OF 2
School Year	2016/17	LOCKDOWN	OF 3
		■ BUS EVACUATION	
Date of Drill	: 10/22/2016		
Time of Day		Total Participants:	303
Time Require	ed to Evacuate/Shelter/Secure		
(minutes):		2 minutes and 18 seconds	5
, ,	Staff and students were well prepared t	for the drill and moved to the	ir locations
	promptly. This drill was performed at	lunch, the students responded	d well and were able
Remarks:	to get to their locations quickly and qui	ietly.	
In proven ent	tr Needed for Next Drill: I would b	ike for the drill to be perform	ied more quickly
mprovement	ts Needed for Next Drill: I would I	ike for the drift to be perform	ed more quickly.
Name of Pers	son Conducting Drill: Leo Kond	dziolka	
Title of Perso	on Conducting Drill: Principal		
Signature of l	Person Conducting Drill:	2/1/	
Drill Coordina	ated With:		
	Emergency Management Coordinator	1	
;	Sgt. Kevin Borycz (586) 574-4853	kborycz@warrenpd.or	g
	OR		
]	Police		
	OR Fire: Name/	Title:	
• State	of Michigan law requires a minimum of 5 fire	drills, 2 tornado drills and 3 lockdo	own drills.
• Three	e of the fire drills are to be held in the fall and t	wo during the remainder of the yea	ır.
 One t 	ornado drill must be held during the month of	March	

One lockdown drill by December 1; and at least one after January 1

Teachers are reminded to remove attendance books when vacating building.

One drill during lunch, recess or other







		DRILL TYPE	NUMBER
Building/Bu	s: Pinewood Elementary School	FIRE	3 OF 5
		TORNADO	OF 2
School Year	2016/17	LOCKDOWN	OF 3
		BUS EVACUATION	
Date of Dril	l: <u>11/07/2016</u>	Bookineonnon	
Time of Day		Total Participants:	326
Time Requir	red to Evacuate/Shelter/Secure		
(minutes):		4:43	
	We performed this drill during lunch.	Prior to performing the drill,	I went over the
	expectations and procedures with the s	tudents and staff present in th	ie lunchroom. We
Remarks:	were able to get every student out of th	ne lunchroom in 2 minutes and	d 25 seconds.
_	Students	had difficulty remaining quie	et as the exited the
	lunchroo	m, but did remain quiet once	they were in their
Improvemen		ed safe area	•
Name of Per	son Conducting Drill: Leo Kon	dziolka	
Title of Perse	on Conducting Drill: Principal		
Signature of	Person Conducting Drill:	Doe'l	
Drill Coordin	ated With:	18	
	Emergency Management Coordinator		
	Sgt. Kevin Borycz (586) 574-4853	kborycz@warrenpd.or	g
	OR		
, -	Police		
	OR Fire: Name/		
 State 	e of Michigan law requires a minimum of 5 fire	drills, 2 tornado drills and 3 lockdo	own 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.







		DRILL TYPE	<u>number</u>
Building/Bus:	Pinewood Elementary School	FIRE	OF 5
		TORNADO	OF 2
School Year	2016/17	LOCKDOWN	OF 3
		BUS EVACUATION	
Date of Drill:	3/21/2017		
Time of Day		Total Participants:	335
Time Required	d to Evacuate/Shelter/Secure		
(minutes):		4 Minutes and 14 Second	S
S	students moved, effectively and quietl	ly, to their designated areas of	the building. A
fe	ew classes where slow because there	were substitute teachers prese	nt. Professionals
Remarks: fi	rom the building assisted with these c	lasses.	
-	Speed, c	lasses need to move to their d	esignated areas
	more qui	ickly, and need to go back to t	their classroom, at
Improvements	Needed for Next Drill: the end of	of the drill, quietly.	
Name of Perso	on Conducting Drill: Leo Kon	ndziolka	
Title of Person	n Conducting Drill: Principal	1	
Signature of P	Person Conducting Drill:	EO/	
Drill Coordinat	ted With:		X
	Emergency Management Coordinator	V	
S	Sgt. Kevin Borycz (586) 574-4853	3 kboryez@warrenpd.or	rg
	OR		
F	Police	on t	
	OR Fire: Name/		
• State	of Michigan law requires a minimum of 5 fire	e drills, 2 tornado drills and 3 lockd	lown 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.







Building/Bus:	Binaryand Flammatan Ca	1 1	DRI	LL TYPE	NUMB	<u>ER</u>
building/bus.	Pinewood Elementary Sc	11001		FIRE	4	OF 5
0-1	201607			TORNADO		OF 2
School Year	2016/17	·		LOCKDOWN		OF 3
				BUS EVACUATION		
Date of Drill:	4/12/2017					
Time of Day	2:00 AM	В РМ		Total Participants:		331
Time Required (to Evacuate/Shelter/Secure					
(minutes):			_2:.	57:68		
Remarks: The	e drill was extremely produ	ctive and	ellici	ent.		
Improvements N	leeded for Next Drill:					
Name of Person	Conducting Drill: 1	_eo Kond	lziolka	1		
Title of Person C	Conducting Drill:	Principal				
Signature of Pers	son Conducting Drill:	A				`
Drill Coordinated	With:					
Emo	ergency Management Coor	dinator				
Sgt.	Kevin Borycz (586) 5 OR	74-4853		kborycz@warrenpd.org		
Poli	ce					
	OR 🗌 Fire:	Name/T	itle:			
 State of M 	lichìgan law requires a minimum	of 5 fire d	rills, 2	tornado drills and 3 lockdow	n dritte	
	he fire drills are to be held in the				(1111).	
	do drill must be held during the r			5 - 7 remains of the year,		
	own drill by December 1; and at			nuary l		
	luring 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.







		<u>DRI</u>	LL TYPE	<u>NUMBER</u>
Building/Bus:	Pinewood Elementary Scho	ol 🔲	FIRE	OF 5
			TORNADO	OF 2
School Year	2016/17	\boxtimes	LOCKDOWN	3 OF 3
			BUS EVACUATION	
Date of Drill:	4/19/2017			
Time of Day	3 AM 🔀	PM	Total Participants:	345
Time Required	I to Evacuate/Shelter/Secure			
(minutes):		4:	49	
S	taff and students were well pre	pared for the	drill and moved to their	·locations
Remarks: pr	romptly.			
	All	doors must	be checked by staff. Or	ne door, near the
	boi	ler room wa	is not completely shut, a	nd students were
Improvements	Needed for Next Drill: pre	sent in this	area.	
Name of Perso	n Conducting Drill: Lea	Kondziolk	a	
Title of Person	Conducting Drill: Pri	ncipal	1	
_	erson Conducting Drill:	A C	2/1	
Drill Coordinate	ed With:	_		
☐ Er	mergency Management Coordi	iator	· (
Sg	t. Kevin Borycz (586) 574	-4853	kborycz@warrenpd.org	
	OR			
Po	olice			
	OR 🗌 Fire: N	ame/Title:		
	Michigan law requires a minimum o			
• Three o	f the fire drills are to be held in the fa	ll and two duri	ing the remainder of the year.	
a One ton	undo drill must be hald during the mo	and a fit & America		

- One formudo 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.







		<u>DRII</u>	<u>LL TYPE</u>	NUMBI	ER .
Building/Bus	: Pinewood Elementary School		FIRE	5	OF 5
			TORNADO		OF 2
School Year	2016/17		LOCKDOWN		OF 3
			BUS EVACUATION		
Date of Drill	5/11/2017				
Time of Day			Total Participants:		332
Time Require	ed to Evacuate/Shelter/Secure				
(minutes):		2:	54:39		
Remarks:	The drill was extremely productive and	d effic	ient.		- W* HBW MIN - W L
Improvement	s Needed for Next Drill:				
Name of Pers	on Conducting Drill: Leo Kond	dziolk	a		
Title of Perso	n Conducting Drill: Principal	[
Signature of 1	Person Conducting Drill:				
Drill Coordina	ted With:				
	Emergency Management Coordinator				
S	Sgt. Kevin Boryez (586) 574-4853 OR		kborycz@warrenpd.org	;	
1	Police				
	OR Fire: Name/	Title:			
 State 	of Michigan law requires a minimum of 5 fire	drills. :	2 tornado drills and 3 lockdo	wn drills.	
* Three	of the fire drills are to be held in the fall and \bar{t}	two dur	ing the remainder of the year	·.	
 One to 	ornado 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.