

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> • One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. • One drill shall include security measures of a potentially dangerous individual on or near the school premises. • Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Warren Woods Middle School

Principal: D. Sikora

Date of drill: 10/18/22 Number of students: 598 Number of staff: 47

Time initiated: 10:15:00 (a.m./p.m.) Time concluded: 10:18:59 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Please see attached

This report is for: _____ Fire drill number **1 2 3 4 5** for the 2022/2023 school year
 (circle number next to applicable drill)

_____ Tornado drill number **1 2** for the 2022/2023 school year

_____ Safety/Security drill number **(1) 2 3** for the 2022/2023 school year

Name of person conducting drill: Jennifer Boggio

Title of person conducting drill: Assistant Principal

Signature or person conducting drill: Jennifer Boggio Date: 10/18/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Warren Police Dept. Name: Officer, F. Marek Title: R.O.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
 The form must be maintained on the school website for at least three years.*

Warren Woods Middle School
Lockdown Remarks for 10/18/22

Gymnasium locker room. Students will be directed to report to the back vestibule that leads to the locker room and the outside.

Remind staff not to come out of lockdown until somebody with a key opens the door and personally gives an "All Clear." ...even if the "All Clear" announcement comes on.

PA system in gymnasium is hard to hear. NOTE: 6 additional speakers are being installed on 10/19/22.

Remind staff to poke heads out of room when the lockdown begins to gather any students that may be in the hallway.

Room 710 needs a covering over the windows on the door.

Cafeteria speakers are not currently enabled due to construction taking place in the cafeteria.