

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 - 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: Jennifer Boggio

Date of drill: 9/9/2025 Number of students: 764 Number of staff: 55

Time initiated: 5:00 (a.m./p.m.) Time concluded: 1:25 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2023/2024 school year
☒ ☐ ☐ ☐ ☐

Tornado drill number 1 2 for the 2023/2024 school year
☐ ☐

Safety/Security drill number 1 2 3 for the 2023/2024 school year
☐ ☐ ☐

Name of person conducting drill: Jennifer Boggio

Title of person conducting drill: Assistant Principal

Signature or person conducting drill: Jennifer Boggio Date: 9/9/2025

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: <u>Warren Police Dept</u>	Name: <u>Officer Frank Marek</u>	Title: <u>School Resource Officer</u>
Agency: <u></u>	Name: <u></u>	Title: <u></u>
Agency: <u></u>	Name: <u></u>	Title: <u></u>

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.