

School Drill Documentation

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 TOWER H.S. Principal: JASON HENSHAW

Date of drill: OCTOBER 1, 2026 Number of students: 1100 Number of Staff: 100

Time initiated: 12:45:00 ☐ a.m. ☒ p.m. Time concluded 12:49:04 ☐ a.m. ☒ p.m.

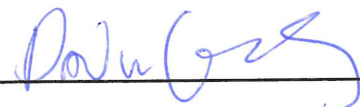
Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: TOTAL TIME FROM BEGINNING OF DRILL TO ALL CLEAR WAS 4 MINUTES 4 SECONDS. (SPECIAL ED CONFERENCE ROOM WAS UNLOCKED, ROOM 203 WAS UNLOCKED & PROPPED OPEN)

This report is for: _____ Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year
(check box next to applicable drill)
Tornado drill number ☐1 ☐2 for the _____ school year
Safety/Security drill number ☒1 ☐2 ☐3 for the 2026-2027 school year

Name of person conducting drill: DANIEL GRAVES

Title of person conducting drill: ASSISTANT PRINCIPAL

Signature or person conducting drill:  Date: 10/1/2024

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 DEPARTMENT Name: OFFICER FRANK MAREK Title: SCHOOL 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.*