



Warren Woods Public Schools SAFETY DRILLS

	<u>DRILL TYPE</u>	<u>NUMBER</u>
Building/Bus: <u>Pinewood Elementary School</u>	<input checked="" type="checkbox"/> FIRE	<u>1</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>9/15/16</u>		
Time of Day: <u>10</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	Total Participants:	<u>323</u>

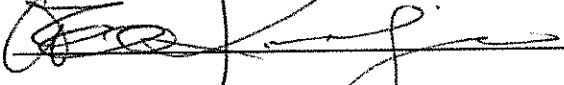
Time Required to Evacuate/Shelter/Secure (minutes): 3:31:14

Remarks: Staff and students were well prepared for the drill and moved to their locations promptly.

Improvements Needed for Next Drill: Students need to remain quiet when they are in their designated locations

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: _____

- 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.



Warren Woods Public Schools SAFETY DRILLS

Building Bus:	Pinewood Elementary School	<u>DRILL TYPE</u>	<u>NUMBER</u>
		<input type="checkbox"/> FIRE	_____ OF 5
		<input type="checkbox"/> TORNADO	_____ OF 2
School Year	2016/17	<input checked="" type="checkbox"/> LOCKDOWN	2 OF 3
		<input type="checkbox"/> BUS EVACUATION	
Date of Drill:	11/22/2016		
Time of Day	12 pm <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Total Participants:	303

Time Required to Evacuate/ Shelter/ Secure (minutes): 2 minutes and 18 seconds

Remarks: Staff and students were well prepared for the drill and moved to their locations promptly. This drill was performed at lunch, the students responded well and were able to get to their locations quickly and quietly.

Improvements Needed for Next Drill: I would like for the drill to be performed more quickly.

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: Officer Tom Gurecki

- 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 31 and at least one after January 1
- One drill during lunch, recess or other
- Teachers are reminded to remove attendance books when vacating building.



Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Pinewood Elementary School</u> School Year: <u>2016/17</u> Date of Drill: <u>9/20/16</u> Time of Day: <u>9:30</u> <input checked="" type="checkbox"/> AM <input 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>1</u> OF 2 _____ OF 3 _____ OF 3 Total Participants: <u>333</u>
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Time Required to Evacuate/Shelter/Secure (minutes):

4 Minutes and 40 Seconds

Remarks: We moved a few of the protection locations, so the drill was less organized than years past. In the future, teachers will be more comfortable with their new locations and will be able to move to those locations much more quickly.

Improvements Needed for Next Drill: Students need to remain quiet when they are in their designated locations

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: _____

- 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.



Warren Woods Public Schools SAFETY DRILLS

	<u>DRILL TYPE</u>	<u>NUMBER</u>
Building/Bus: <u>Pinewood Elementary School</u>	<input checked="" type="checkbox"/> FIRE	<u>2</u> OF 5
School Year <u>2016/17</u>	<input type="checkbox"/> TORNADO	<u> </u> OF 2
Date of Drill: 11/13/2016 <u>10/13/2016</u>	<input type="checkbox"/> LOCKDOWN	<u> </u> OF 3
	<input type="checkbox"/> BUS EVACUATION	
Time of Day <u>3</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Total Participants:	<u>332</u>

Time Required to Evacuate/Shelter/Secure (minutes): 2:43

Remarks: Staff and students were well prepared for the drill and moved to their locations promptly.

Improvements Needed for Next Drill: Students need to remain quiet when they are in their designated locations, especially when a sub is present.

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

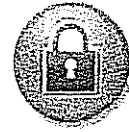
Signature of Person Conducting Drill: 

Drill Coordinated With:

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

- Police OR Fire: Name/Title: _____

- 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.



Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Pinewood Elementary School</u> School Year: <u>2016/17</u> Date of Drill: <u>10/22/2016</u> Time of Day: <u>12 pm</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>DRILL TYPE</u> <input type="checkbox"/> FIRE <input type="checkbox"/> TORNADO <input checked="" type="checkbox"/> LOCKDOWN <input type="checkbox"/> BUS EVACUATION	<u>NUMBER</u> _____ OF 5 _____ OF 2 <u>2</u> OF 3 Total Participants: <u>303</u>
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Time Required to Evacuate/Shelter/Secure (minutes): 2 minutes and 18 seconds

Remarks: Staff and students were well prepared for the drill and moved to their locations promptly. This drill was performed at lunch, the students responded well and were able to get to their locations quickly and quietly.

Improvements Needed for Next Drill: I would like for the drill to be performed more quickly.

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

Signature of Person Conducting Drill: 

Drill Coordinated With:

Emergency Management Coordinator

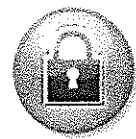
Sgt. Kevin Borycz (586) 574-4853 kborycz@warrenpd.org

OR

Police

OR Fire: Name/Title: _____

- 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.



Warren Woods Public Schools SAFETY DRILLS

	<u>DRILL TYPE</u>	<u>NUMBER</u>
Building/Bus: <u>Pinewood Elementary School</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>11/07/2016</u>	<input type="checkbox"/> LOCKDOWN	<u> </u> OF 3
	<input type="checkbox"/> BUS EVACUATION	
Time of Day <u>12:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Total Participants:	<u>326</u>

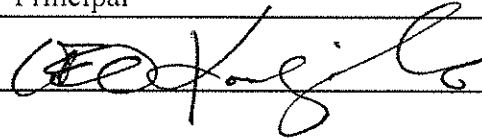
Time Required to Evacuate/Shelter/Secure
(minutes): 4:43

Remarks: We performed this drill during lunch. Prior to performing the drill, I went over the expectations and procedures with the students and staff present in the lunchroom. We were able to get every student out of the lunchroom in 2 minutes and 25 seconds.

Improvements Needed for Next Drill: Students had difficulty remaining quiet as they exited the lunchroom, but did remain quiet once they were in their designated safe area..

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: _____

- 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.



Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Pinewood Elementary School</u> School Year: <u>2016/17</u> Date of Drill: <u>3/21/2017</u> Time of Day: <u>10:30</u> <input checked="" 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>1</u> OF 2 _____ OF 3 Total Participants: <u>335</u>
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Time Required to Evacuate/Shelter/Secure (minutes): 4 Minutes and 14 Seconds

Remarks: Students moved, effectively and quietly, to their designated areas of the building. A few classes were slow because there were substitute teachers present. Professionals from the building assisted with these classes.

Improvements Needed for Next Drill: Speed, classes need to move to their designated areas more quickly, and need to go back to their classroom, at the end of the drill, quietly.

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: _____

- 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.



Warren Woods Public Schools SAFETY DRILLS

Building/Bus: <u>Pinewood Elementary School</u> School Year: <u>2016/17</u> Date of Drill: <u>4/12/2017</u> Time of Day: <u>2:00</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>4</u> OF 5 <u> </u> OF 2 <u> </u> OF 3
Total Participants: <u>331</u>		

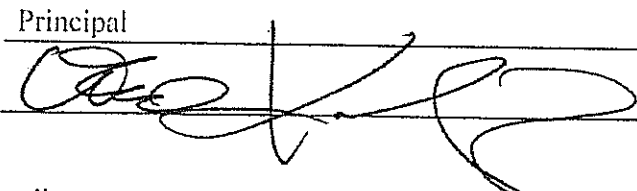
Time Required to Evacuate/Shelter/Secure (minutes): 2:57:68

Remarks: The drill was extremely productive and efficient.

Improvements Needed for Next Drill: _____

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: _____

- 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>Pinewood Elementary School</u> School Year: <u>2016/17</u> Date of Drill: <u>4/19/2017</u> Time of Day: <u>3</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<table border="0"> <tr><th colspan="2" style="text-align: left;"><u>DRILL TYPE</u></th></tr> <tr><td><input type="checkbox"/> FIRE</td><td></td></tr> <tr><td><input type="checkbox"/> TORNADO</td><td></td></tr> <tr><td><input checked="" type="checkbox"/> LOCKDOWN</td><td></td></tr> <tr><td><input type="checkbox"/> BUS EVACUATION</td><td></td></tr> </table>	<u>DRILL TYPE</u>		<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;"><u>NUMBER</u></th></tr> <tr><td>_____</td><td>OF 5</td></tr> <tr><td>_____</td><td>OF 2</td></tr> <tr><td><u>3</u></td><td>OF 3</td></tr> <tr><td>_____</td><td></td></tr> </table>	<u>NUMBER</u>		_____	OF 5	_____	OF 2	<u>3</u>	OF 3	_____	
<u>DRILL TYPE</u>																						
<input type="checkbox"/> FIRE																						
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<input checked="" type="checkbox"/> LOCKDOWN																						
<input type="checkbox"/> BUS EVACUATION																						
<u>NUMBER</u>																						
_____	OF 5																					
_____	OF 2																					
<u>3</u>	OF 3																					

Total Participants: _____		345																				

Time Required to Evacuate/Shelter/Secure

(minutes): 4:49

Remarks: Staff and students were well prepared for the drill and moved to their locations promptly.

Improvements Needed for Next Drill: All doors must be checked by staff. One door, near the boiler room was not completely shut, and students were present in this area.

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: _____

- 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.



Warren Woods Public Schools SAFETY DRILLS

		<u>DRILL TYPE</u>	<u>NUMBER</u>
Building/Bus:	<u>Pinewood Elementary School</u>	<input checked="" type="checkbox"/> FIRE	<u>5</u> OF 5
		<input type="checkbox"/> TORNADO	<u> </u> OF 2
School Year	<u>2016/17</u>	<input type="checkbox"/> LOCKDOWN	<u> </u> OF 3
		<input type="checkbox"/> BUS EVACUATION	
Date of Drill:	<u>5/11/2017</u>		
Time of Day	<u>2:37</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Total Participants:	<u>332</u>

Time Required to Evacuate/Shelter/Secure (minutes): 2:54:39

Remarks: The drill was extremely productive and efficient.

Improvements Needed for Next Drill: _____

Name of Person Conducting Drill: Leo Kondziolka

Title of Person Conducting Drill: Principal

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: _____

- 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.
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