

# School Emergency Drills Documentation Form

Type of Drill

- Fire Drill
- Tornado Drill
- Lock Down/Shelter in Place Drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Westwood High School

Date of Drill: 4/28 Time drill was held: 10am (pm/AM)

Exact time required to evacuate/shelter/secure: 95 sec

Total Participants: 330 (approx.)

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 16-17.

Name of person conducting drill: Dave Bourse

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_