

**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: 9/30/16 Time drill was held: 2:05pm (pm/am)

Exact time required to evacuate/shelter/secure: 1min 56sec

Total Participants: approx. 350

Remarks: _____

This report is for emergency drill # 2 for school year 2016-2017.

Name of person conducting drill: Dave Boase

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Teresa Swalbach

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____