

# 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: 2/14/18 Time drill was held: 9:05 (pm/am)

Exact time required to evacuate/shelter/secure: 87 sec


Total Participants: approx. 360

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

This report is for emergency drill # 4 for school year 2017-18

Name of person conducting drill: David Boase

Title of person conducting drill: Principal

Signature of person conducting drill: 

**Drill Was Coordinated With:**

Emergency Management Coordinator  
Name & Title Teresa Schwalbach

**AND**

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

**OR**

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