

#2

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Westwood High School

Date of Drill: 10/6/15 Time drill was held: 9:05 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 45 sec

Total Participants: approx. 345

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

This report is for emergency drill # 2 for school year 2015-16

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 Schwalbach

AND

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

OR

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