

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: 1-28-2020 Time drill was held: 8:45 am (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: ≈ 340

Remarks: _____

This report is for emergency drill # 3 for school year 2019-20.

Name of person conducting drill: Cliff Fossitt

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 _____