

# 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 HS

Date of Drill: 10-16-20 Time drill was held: 9:25 (pm/am)

Exact time required to evacuate/shelter/secure: ≈ 2 minutes


Total Participants: ≈ 300

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

This report is for emergency drill # 2 for school year 20-21.

Name of person conducting drill: Clifford Fossitt

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title T. Schwalbach

AND

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

OR

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