

# 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: 3/24/21 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 7 minutes

Total Participants: ≈ 300

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

This report is for emergency drill # 6 for school year 2020/21

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 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 \_\_\_\_\_