

SY2023/2024

Emergency Drill Log

School Name	Drill Schedule Submission Date	Principal
Westfield Preparatory High School	Aug 1, 2023	Katie Sims

School Name: Westfield Preparatory High School **School Year:** 2023-2024
First Day of School: 9/5/23 **Last Day of School:** 6/14/24

Fire Drills

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
October	10/30/23	11:18	Calendar invite, Teams Message, Set Alarm	80	792	N/A	Some staff missing green safety folder - we distributed afterwards	Clear	3	57
September	9/27/23	10:03 AM	Announcem	73	723	N/A	N/A	Clear	4	22
November	11/16/23	11:47 AM	Calendar invite, Teams message, & PA System	82	802	Performed during Lunch 1 before release.	Fire alarm screw is worn and could not unscrew for the test alarm. Announced over the PA so drill could still occur.	Cold	4	32

Room Clear

Date	Time	Special Conditions Simulated	Problems Encountered
2/6/24	8:50 AM	Role played a physical altercation in classroom and cleared to partner room across the hall.	N/A
9/22/23	10:00 AM	Medical condition in classroom (Room 309 to 307)	N/A

Hold

Date	Time	Special Conditions Simulated	Problems Encountered
10/30/23	11:20 AM	N/A	Windows not covered

Reverse Evacuation



Date	Time	Special Conditions Simulated	Problems Encountered
10/30/23	11:22 AM	Re-entered from fire drill. "Outdoor safety concern"	N/A

Lock Down

Date	Time	Special Conditions Simulated	Problems Encountered
9/25/23	12:27 PM	During start of lunch	N/A
11/7/23	10:06 AM	Full/emergency lockdown	Noise in two classrooms



Tornado Drill/Severe Weather

Date	Time	Special Conditions Simulated	Problems Encountered
3/7/24	11:20 AM		Some students on phones - needed redirection
10/12/23	1:26 PM	Announcement on PA for weather safety	Classrooms navigating proximity to exterior doors, relocating to safer hallway

Reunification

Date	Time	Special Conditions Simulated	Problems Encountered
8/29/23	2:15 PM	N/A	N/A

Signature of Person Responsible: Samantha Lynch