

Weston Preparatory Academy
School Year 2017 - 2018
Emergency Drills Log Form

Post completed emergency drill log within 30 days after the drill is completed.

Fire Drills

Five (5) fire drills are required each school year – three (3) shall be conducted by December 1st, and two (2) shall be held during the remainder of the academic year.

Date	Time Drill(s) Conducted	Evacuation Time	Conducted By: (Name and Position)	Signature	Comments
9-6-17	10:05 a.m.	2 minutes 10 seconds	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good drill
9-11-17	8:30 a.m.	2 minutes 8 seconds	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good drill
9-22-17	12:45 p.m.	2 minutes 5 seconds	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill
9-28-17	1:00 p.m .	1 min 55 sec	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill
4/12/18	2:45 p.m.	1 min 53 secs	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill

Tornado Drills

Two (2) in-building tornado safety drills (at least one in March).

Date	Time Drill(s) Conducted	Response Time	Conducted By: (Name and Position)	Signature	Comments
9-13-17	12:15 p.m.	4 mins	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Reassigned areas for Elementary Interventions class due to spacing issues.

Lock Down/Secure Mode/Hazardous Materials Drills

Three (3) drills where occupants are restricted to the interior of the building and the building is secured- such as lock down, secure mode and release of hazardous materials drills. At least one (1) drill shall be conducted by December 1st and one (1) conducted after January 1st.

Date	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
9-19-17	10:15 a.m. Lockdown	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Doors Unlocked, Students in hallway. Will repeat drill within 30 days.

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10-3-17	12:45 p.m. Lockdown Code Orange	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill
10-25-17	1:00 p.m. Lockdown Repeat drill from 9-19-17	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill
2-6-18	Lock Down Conducted on 4/11/18 @ 2:50 p.m.	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill

Equipment Checks

4-12-18	Defibrillator Check	Jordan Bigler- Building Maintenance	<i>Farrah Adams</i>	Good Check – equipment is in good working order
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Administrator's Signature/Date