

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 1<sup>st</sup>, 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
5/8/18	1:40 p.m.	1 min 55 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.
3/29/18	10:15 a.m.	3 mins	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill
5/22/18	1:5 p.m.	3 mins	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good Drill

**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 1<sup>st</sup> and one (1) conducted after January 1<sup>st</sup>.

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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.
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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\_\_\_\_\_ *Farrah Adams* \_\_\_\_\_ 6 / 4 / 18 /

Administrator's Signature/Date