

Weston Preparatory Academy  
School Year 2018 - 2019  
**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
9/6/18	10:10 a.m.	2 mins 5 secs	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good drill
9/12/18	10:30 a.m.	1 min 43 secs	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Great drill
9/20/18	1:00 p.m.	1 min 45 secs	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Great drill
9/28/18	1:10 p.m.	2 min 3 secs	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Good drill
4/8/19			Farrah Adams Asst. Principal	<i>Farrah Adams</i>	
5/7/19			Farrah Adams Asst. Principal	<i>Farrah Adams</i>	

**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
9/26/18	12:15 p.m. (During middle school lunch)	3 mins	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Locations have to be adjusted depending on prep periods.
3/21/19			Farrah Adams Asst. Principal	<i>Farrah Adams</i>	
4/8/19			Farrah Adams Asst. Principal	<i>Farrah Adams</i>	

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**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>.

Date	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
9/18/18	10:15 a.m.	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Great Drill!
10/2/18	12:55 p.m.	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Needs improvement in a few areas. Overall a good drill.
3/5/19		Farrah Adams Asst. Principal	<i>Farrah Adams</i>	
		Farrah Adams Asst. Principal	<i>Farrah Adams</i>	

**Equipment Checks**

	Defibrillator Check		<i>Farrah Adams</i>	
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\_\_\_\_\_ *Farrah Adams* \_\_\_\_\_ / \_\_ /  
Administrator's Signature/Date