

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 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
9/6/18	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
			Farrah Adams Asst. Principal	<i>Farrah Adams</i>	
			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.
			Farrah Adams Asst. Principal	<i>Farrah Adams</i>	
			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 1st and one (1) conducted after January 1st.

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	10:15 a.m.	Farrah Adams Asst. Principal	<i>Farrah Adams</i>	Great Drill!
		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