

Weston Preparatory Academy  
 School Year 2023 - 2024  
**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
9/12/23	10:10am	1:58 sec	Farrah Adams-Principal	<i>Farrah Adams</i>	Good drill- Will work on time reduction
9/20/23	10:30am	1:53 secs	Tracy Parker-Assistant Principal	<i>Tracy Parker</i>	Good Drill – Will continue to work on time reduction
9/28/23	12:45pm	1:50 secs	Tracy Parker- Assistant Principal	<i>Tracy Parker</i>	Good drill- will continue to work on time reduction
10/2/23	1:10pm	1:47 secs	Farrah Adams-Principal	<i>Farrah Adams</i>	Good Drill
4/15/23	2:00pm	1:39 secs	Farrah Adams- Principal	<i>Farrah Adams</i>	Good Drill
5/8/24	2:00pm	1:44 secs	Farrah Adams- 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
9/25/23	12:15pm	2:00 mins	Tracy Parker –Asst. Principal	<i>Tracy Parker</i>	Good Drill
3/21/24	10:15am	1:55 sec	Tracy Parker-Asst Principal	<i>Tracy Parker</i>	Good Drill
5/6/24	10:30am	1:50sec	Tracy Parker-Asst Principal	<i>Tracy Parker</i>	Good Drill

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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
10/10/23	10:15am	Emergency Response Team	<i>Farah Adams</i>	Good drill
2/15/24	1:15pm	Emergency Response Team	<i>Farah Adams</i>	Good Drill
3/5/24	9:30 am	Emergency Response Team	<i>Farah Adams</i>	Good Drill

**Equipment Checks**

5/24/24	11:00am	Ryan Mariouw Shaquille Phillips	<i>Ryan Mariouw</i> <i>Shaquille Phillips</i>	Battery replaced
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\_\_\_\_\_ *Farrah Adams* 5/24/24 \_\_\_\_\_

Administrator's Signature/Date