

**SY2023/2024**

**Emergency Drill Log**

School Name	Drill Schedule Submission Date	Principal
Westfield Preparatory High School	Aug 1, 2023	Katie Sims

**School Name:** Westfield Preparatory High School      **School Year:** 2023-2024  
**First Day of School:** 9/5/23      **Last Day of School:** 6/14/24

**Fire Drills**

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
September	9/27/23	10:03 AM	Announcem	73	723	N/A	N/A	Clear	4	22
May	5/22/24	2:35PM	Email, calendar invite, fire alarm	81	697	Reverse Evacuation to come back in	N/A	Clear	3	42
October	10/30/23	11:18	Calendar invite, Teams Message, Set Alarm	80	792	N/A	Some staff missing green safety folder - we distributed afterwards	Clear	3	57
April	4/10/24	1:20 PM	Email, calendar invite, fire alarm	76	701	N/A	N/A	Clear	2	38
November	11/16/23	11:47 AM	Calendar invite, Teams message, & PA System	82	802	Performed during Lunch 1 before release.	Fire alarm screw is worn and could not unscrew for the test alarm. Announced over the PA so drill could still occur.	Cold	4	32

**Room Clear**

Date	Time	Special Conditions Simulated	Problems Encountered
2/6/24	8:50 AM	Role played a physical altercation in classroom and cleared to partner room across the hall.	N/A
9/22/23	10:00 AM	Medical condition in classroom (Room 309 to 307)	N/A



**Hold**

Date	Time	Special Conditions Simulated	Problems Encountered
10/30/23	11:20 AM	N/A	Windows not covered

**Reverse Evacuation**



Date	Time	Special Conditions Simulated	Problems Encountered
10/30/23	11:22 AM	Re-entered from fire drill. "Outdoor safety concern"	N/A

**Lock Down**

Date	Time	Special Conditions Simulated	Problems Encountered
9/25/23	12:27 PM	During start of lunch	N/A
11/7/23	10:06 AM	Full/emergency lockdown	Noise in two classrooms
5/3/24	2:42PM	Full lock down	N/A

**Tornado Drill/Severe Weather**

Date	Time	Special Conditions Simulated	Problems Encountered
10/12/23	1:26 PM	Announcement on PA for weather safety	Classrooms navigating proximity to exterior doors, relocating to safer hallway
3/7/24	11:20 AM		Some students on phones - needed redirection

**Reunification**

Date	Time	Special Conditions Simulated	Problems Encountered
8/29/23	2:15 PM	N/A	N/A

**Signature of Person Responsible: Samantha Lynch**