

**SY2023/2024**

**Emergency Drill Log**

School Name	Drill Schedule Submission Date	Principal
Westfield Charter Academy	Aug 17, 2023	Ira Kleiman

**School Name:** Westfield Charter Academy      **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	9/29/23	2:25	Pulled alarm	65	699			Clear	2	45
October	10/5/23	10:00	Alarm pulled	65	687			Clear	2	33
February	2/22/24	2:25	Alarm system	65	613			Clear	2	58
March	3/15/24	12:30	Pulled Drill	60	664	During Lunch		Clear	2	1
September	9/14/23	2:25 PM	Alarm pull	76	673	Teacher Called fire drill	None	Hot	3	28

**Room Clear**

Date	Time	Special Conditions Simulated	Problems Encountered
9/15/23	2:00	Disturbance in the Hallway	
1/19/24	2:00		

**Hold**

Date	Time	Special Conditions Simulated	Problems Encountered
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**Reverse Evacuation**

Date	Time	Special Conditions Simulated	Problems Encountered
9/14/23	2:30		

**Lock Down**

Date	Time	Special Conditions Simulated	Problems Encountered
9/21/23	2:25		
2/8/24	1:00		
11/14/23	2:00		

**Tornado Drill/Severe Weather**



Date	Time	Special Conditions Simulated	Problems Encountered
3/22/24	1:00		
11/9/23	10:00		

**Reunification**

Date	Time	Special Conditions Simulated	Problems Encountered
8/24/23	2:30 pm		

**Signature of Person Responsible: Sarah Derrick**