

School Name: Westfield Charter Academy **School Year:** 2022-2023
First Day of School: 9/6/22 **Last Day of School:** 6/16/23

A minimum of one Fire, Lockdown or Tornado drill must be conducted during lunch or recess.

Fire Drills - three fire drills before Dec. 1 and two after Jan. 1 with reasonable spacing in between

Month	Date	Time	Notification Method	# of Staff Members	# Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
May	5/18/23	10:15	Alarm System	55	520			Clear	4	28
Sep	9/8/22	10:17	Parkway Monitoring	62	583	n/a	n/a	Clear	6	17
Nov	11/21/22	2:15 PM	Fire Alarm	62	565			Cold	4	35
Apr	4/24/23	1:45	fire alarm	56	578			Cold	4	22
Oct	10/19/22	9:27	Parkway Monitoring	60	557			Cold	4	32

Room Clear – One per school year, before December 1.

Date	Time	Special Conditions Simulated	Problems Encountered
9/20/22	10:27 AM		

Reverse Evacuation – One per school year, after January 1.

Date	Time	Special Conditions Simulated	Problems Encountered
9/22/22	1:55 PM		

Lock Down Three per school year. Two before Dec 1 and one after Jan 1.

Date	Time	Special Conditions Simulated	Problems Encountered
4/19/23	1:50		
3/9/23	9:30 am		
3/9/23	9:31		
11/30/22	2:16		
10/21/22	2:17		
9/23/22	1:31 PM		Three classrooms did not hear the announcement for the lockdown drill. This problem has been addressed and their phone's volumes have been turned up.

Severe Weather/Tornado Drill - Two per school year (one before Dec 15 and one in March)

Date	Time	Special Conditions Simulated	Problems Encountered
10/21/22	2:10		
3/14/23	9:30 am		
4/11/23	2:35 pm		

Reunification – One type completed by **December 31**

Date	Time	Special Conditions Simulated	Problems Encountered
9/14/22	4:45pm		

Signature of Person Responsible: **Briana Renee' Pepke Herr**