

School Name: Westfield Preparatory High School School Year: 2021-2022
 First Day of School: 9/7/21 Last Day of School: 6/17/22
 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.
Jun	6/6/22	10:50a	Fire Alarm	48	600		A staff member was searching for a student that was in the next group over in the parking lot with his headphones on. He was eventually located and reunified with his appropriate group.	Hot	5	59
Dec	12/16/21	8:55a	Email/Calendar/Verbal	48	780		Teachers on south side of bldg, advised to relocate to front until key fobs are installed.	Clear	4	49
Mar	3/3/22	1:30p	Fire Alarm	48	600			Cold	4	22
Feb	2/2/22	9:05a	Fire Alarm	48	600		3 teachers' classes were still standing on south side of building. Teachers were reminded to relocate on the west side of the building in the main parking lot.	Cold	4	50
Apr	4/15/22	2:30p	Fire Alarm	48	600		Teachers in 106 107 did not know to go to farthest east side of bldg.	Cold	4	55

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/21/21	12:55PM		

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/14/21	1:30p		

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

Date	Time	Special Conditions Simulated	Problems Encountered
1/25/22	1:00p	Full Lockdown	2 teachers without windows covered, they were addressed.
3/22/22	12:49p		
12/9/21	9:05 AM		3 teachers didn't have covers on windows, Dollison addressed it with all of them. One teacher did not have speakers in room, Dollison told maintenance.

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

Date	Time	Special Conditions Simulated	Problems Encountered
2/16/22	9:38a		Need a reminder to release the drill for commons classes.
3/16/22	Tornado	N/A	N/A
12/13/21	1:00p		Room 224 needed to double up in rows.



Date	Time	Special Conditions Simulated	Problems Encountered
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Reunification – One type completed by December 31

Date	Time	Special Conditions Simulated	Problems Encountered
1/27/22	Reunification		
1/27/22	3:00p		

Signature of Person Responsible: Kurtis Dollison