

School Name: Westfield Preparatory High School **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.
Nov	11/16/22	11:05 AM	Calendar, email, PA announcement	65	657	Fire alarm pulled	N/A	Cold	3	51
Apr	4/17/23	1:17 PM	Email & calendar	63	717		New teachers difficulty with following correct exit.	Clear	3	53
Oct	10/27/22	1:45 PM	Email, calendar invite, physical calendar.	63	789	Fire Drill	N/A	Clear	3	9
May	5/25/23	2:37 PM	Email & alarm system	60	721	n/a	n/a	Clear	3	9
Sep	9/27/22	9:10 AM	Calendar, email reminder	67	747	Alarm	New teachers finding correct exterior location	Clear	5	28

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/22/22	11:00	Student medical emergency in classroom	None

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/16/23	2:40 PM		

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

Date	Time	Special Conditions Simulated	Problems Encountered
5/5/23	11:15	Full lockdown, knocked on doors	Two classrooms without coverings
11/11/22	12:30 PM	Full emergency lock down	N/A
9/23/22	8:40 AM	Emergency lockdown	Some doors need full coverage - ordering curtains for these rooms

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/7/23	1:00 PM		Multiple classes in 300 hallway caused some confusion of location, which delayed the drill.
10/14/22	8:31 AM	N/A	Delay in a classroom releasing in hallways

Reunification – One type completed by December 31

Date	Time	Special Conditions Simulated	Problems Encountered
10/20/22	3:30 PM		

Signature of Person Responsible: **Samantha Lynch**