School Emergency Drills
Documentation Form

Type of Drill
☒ Fire Drill (5 required, 3 by Dec. 1)
☐ Tornado Drill (2 required, 1 in March)
☐ Lock Down/Shelter in Place Drill (3 required, one by Dec. 1 and One after Jan 1.)

Time of Drill
☒ Standard
☐ Class Change
☐ Recess
☐ Other Events
*One must occur during a transition time

Name of Reporting School: Westwood Elementary Date of Drill: 8/30/21 Time drill was held: 1:35 pm

Exact time required to evacuate/shelter/secure: 2 min 11 sec

Total Participants: 396

Remarks: First fire drill of 21-22 school year.

This report is for emergency drill # 1 for school year .

Name of person conducting drill: Chris Kenroy

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:
☒ Emergency Management Coordinator
Name & Title: *Sgt Hoskins, Emergency Management Director*

Submit Schedule* of drills by September 15
whoskins@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.

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Type of Drill
☐ Fire Drill (5 required, 3 by Dec. 1)
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Time of Drill
☒ Standard
☐ Class Change
☐ Recess
☐ Other Events
*One must occur during a transition time

Name of Reporting School: Westwood Elementary Date of Drill: 8/31/21 Time drill was held: _____

Exact time required to evacuate/shelter/secure: 31 seconds

Total Participants: 396

Remarks: Lockdown drill was held in the presence of Portland PD.

This report is for emergency drill # 2 for school year .

Name of person conducting drill: Chris Kenroy

Title of person conducting drill: Principal

Signature of person conducting drill:

Drill Was Coordinated With:
☒ Emergency Management Coordinator
Name & Title: *Sgt Hoskins, Emergency Management Director*

Submit Schedule* of drills by September 15
whoskins@ioniacounty.org

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Time of Drill
☒ Standard
☐ Class Change
☐ Recess
☐ Other Events
*One must occur during a transition time

Name of Reporting School: Westwood Elementary Date of Drill: 9-8-21 Time drill was held: 2:14 pm

Exact time required to evacuate/shelter/secure: 1 min 53 sec

Total Participants: 396

Remarks:

This report is for emergency drill # 3 for school year .

Name of person conducting drill: Chris Kenroy

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:
☒ Emergency Management Coordinator
Name & Title: *Sgt Hoskins, Emergency Management Director*

Submit Schedule* of drills by September 15
whoskins@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.

School Emergency Drills
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Type of Drill
☐ Fire Drill (5 required, 3 by Dec. 1)
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Time of Drill
☐ Standard
☐ Class Change
☐ Recess
☐ Other Events
*One must occur during a transition time

Name of Reporting School: Westwood Elementary Date of Drill: 9/9/21 Time drill was held: 10:00 am

Exact time required to evacuate/shelter/secure: 1 min 25 sec

Total Participants: 396

Remarks:

This report is for emergency drill # 4 for school year .

Name of person conducting drill: Chris Kenroy

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:
☒ Emergency Management Coordinator
Name & Title: *Sgt Hoskins, Emergency Management Director*

Submit Schedule* of drills by September 15
whoskins@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.

School Emergency Drills
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Type of Drill
☒ Fire Drill (5 required, 3 by Dec. 1)
☐ Tornado Drill (2 required, 1 in March)
☐ Lock Down/Shelter in Place Drill (3 required, one by Dec. 1 and One after Jan 1.)

Time of Drill
☒ Standard
☐ Class Change
☐ Recess
☐ Other Events
*One must occur during a transition time

Name of Reporting School: Westwood Elementary Date of Drill: 10/4/21 Time drill was held: 1:20pm

Exact time required to evacuate/shelter/secure: 1mm 40sec

Total Participants: 396

Remarks:

This report is for emergency drill # 5 for school year .

Name of person conducting drill: Chris Kenroy

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:
☒ Emergency Management Coordinator
Name & Title: *Sgt Hoskins, Emergency Management Director*

Submit Schedule* of drills by September 15
whoskins@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.

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Type of Drill
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☐ Tornado Drill (2 required, 1 in March)
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Time of Drill
☒ Standard
☐ Class Change
☐ Recess
☐ Other Events
*One must occur during a transition time

Name of Reporting School: Westwood Elementary Date of Drill: 10/20/21 Time drill was held: 10:55 am

Exact time required to evacuate/shelter/secure: 28 sec

Total Participants:

Remarks:

This report is for emergency drill # 6 for school year .

Name of person conducting drill: Chris Kenroy

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:
☒ Emergency Management Coordinator
Name & Title: *Sgt Hoskins, Emergency Management Director*

Submit Schedule* of drills by September 15
whoskins@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.

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Type of Drill
☒ Fire Drill (5 required, 3 by Dec. 1)
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Time of Drill
☐ Standard
☐ Class Change
☐ Recess
☒ Other Events Transition
*One must occur during a transition time

Name of Reporting School: Westwood Elementary Date of Drill: 3/18/22 Time drill was held: 1:15 pm

Exact time required to evacuate/shelter/secure: 1 min 50 sec

Total Participants:

Remarks:

This report is for emergency drill # 7 for school year .

Name of person conducting drill: Chris Kenroy

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:
☒ Emergency Management Coordinator
Name & Title: *Sgt Hoskins, Emergency Management Director*

Submit Schedule* of drills by September 15
whoskins@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.