



## 2023-2024 School Drill Documentation Form

### Type of Drill

- |                                     |   |                                     |              |
|-------------------------------------|---|-------------------------------------|--------------|
| <input type="checkbox"/>            | Fire Drill (5 required)                         | <input checked="" type="checkbox"/> | Standard     |
| <input type="checkbox"/>            | Tornado Drill (2 required)                      | <input type="checkbox"/>            | Class Change |
| <input checked="" type="checkbox"/> | Lockdown/Secured Building<br>Drill (3 required) | <input type="checkbox"/>            | Recess       |
|                                     |   | <input type="checkbox"/>            | Other:       |

### Drill Information

Name of School: Westview Elementary School

Date of Drill: 9/22/2023

Time of Drill: 1:30 PM

Exact time required to  
evacuate/shelter/secure: 4 minutes

This report is for  
emergency drill # 2 of 3

Total number of participants: 410 Students

Remarks:

Signature of the school principal/designee acknowledging the completion of the drill:

*Andrew Semanson*

Printed name of the individual in charge of conducting the drill, if not the school principal:

Andrew Semanson

This form must be completed and posted on our district website within 30 school days of each  
Completed forms will remain posted for at least 3 years. [MCL 29-19](#)