

SY2023/2024

Emergency Drill Log

School Name	Drill Schedule Submission Date	Principal
Keystone Academy	Sep 8, 2023	Jorvonna Drain

School Name: Keystone Academy

School Year: 2023-2024

First Day of School: 8/28/23

Last Day of School: 6/7/24

Fire Drills

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
November	11/2/23	11:30 AM	All Call, Walkie, Alarm	60	700	Middle school students in the lunch room	Some students exited a different door	Clear	2	30
October	10/17/23	2:00 PM	All Call, walkie call	62	760	Blocked exit	Two classrooms did not hear the all call or walkie call	Clear	2	38
March	3/15/24	1:00	All call, walkie	55	750		Students were transitioning and a grade level was at recess	Clear	1	17
September	9/21/23	8:20 AM	All call, walkies	60	700	none	none	Hot	2	17

Room Clear

Date	Time	Special Conditions Simulated	Problems Encountered
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Hold

Date	Time	Special Conditions Simulated	Problems Encountered
1/31/24	8:30	Hold to Lockdown	Teachers understanding the difference between a Hold and Lockdown

Reverse Evacuation



Date	Time	Special Conditions Simulated	Problems Encountered
9/28/23	1:05		A grade level was transitioning in the hallway at the same time third grade was trying to enter from the playground.
2/7/24	12:15 pm	Recess	It went great! Other than it being delayed due to snow days.

Lock Down



Date	Time	Special Conditions Simulated	Problems Encountered
9/12/23	12:50		Kindergarten classes at bathroom break, one class did not hear the All Call
11/15/23	2:30 PM	Second grade students in transition	Empty classroom doors weren't closed

Tornado Drill/Severe Weather

Date	Time	Special Conditions Simulated	Problems Encountered
3/20/24	2:17		6th grade students were in transition
10/20/23	1:00 PM	Transition time	Due to transitions, some classes didn't know where to seek shelter.

Reunification

Date	Time	Special Conditions Simulated	Problems Encountered
12/13/23	1:15	None	Some questions prompted me to reevaluate a step. Staff was encouraged to poke holes so that each time we go through the process we can improve it.

Signature of Person Responsible: Robyn Mallari