



**SY2023/2024**  
**Emergency Drill Log**

School Name	Drill Schedule Submission Date	Principal
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Keystone Academy	Sep 8, 2023	Jorvonna Drain
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**School Name:** Keystone Academy  
**First Day of School:** 8/28/23

**School Year:** 2023-2024  
**Last Day of School:** 6/7/24

#### Fire Drills

Month	Date	Time	Notification Method	# of Staff Members	# Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
Nov	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
Oct	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
Sep	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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#### 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.

#### Lock Down

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

#### Tornado Drill/Severe Weather

Date	Time	Special Conditions Simulated	Problems Encountered
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
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Signature of Person Responsible:     **Robyn Mallari**