

**SY2023/2024**

**Emergency Drill Log**

School Name	Drill Schedule Submission Date	Principal
Quest Charter Academy	Jul 12, 2023	Kelly Osterhout

**School Name:** Quest Charter Academy

**School Year:** 2023-2024

**First Day of School:** 9/5/23

**Last Day of School:** 6/14/24

**Fire Drills**

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
September	9/22/23	2:10	Alarm	75	636	1st Grade Recess	1st time going through the drill as a school so some of the new staff needed support on where to go. We have new admin in as well, so this was the first time going through our call out procedure.	Clear	4	25
October	10/4/23	10:00	Alarm	75	735	NWEA Testing was going on	There was a delay in our walkie system. 5th grade and 1st grade needed support.	Clear	4	7
October	10/19/23	1:00	Alarm	75	727	Middle School Transitions, Kinder leaving specials	Some of the kinder classes went out the wrong door. 1 5th grade class went out the wrong door.	Rain	3	34



**Room Clear**



Date	Time	Special Conditions Simulated	Problems Encountered
9/7/23	2:15 PM	1st Week	1 Student went to the wrong class

**Hold**

Date	Time	Special Conditions Simulated	Problems Encountered
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**Reverse Evacuation**

Date	Time	Special Conditions Simulated	Problems Encountered
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**Lock Down**

Date	Time	Special Conditions Simulated	Problems Encountered
11/17/23	10:30	Just after Assembly	2 doors not locked. Computer Closet doors open
10/24/23	2:20	3-5 and Kinder in transition	4 classes in the gym, not enough space behind locked doors. Some doors left open with no students. Some closet doors open. Some windows not covered.
1/18/24	1:00 PM	3-5 was in transition to specials	Some students in the restroom and tried to run to class, one new teacher did not hear the announcement, some windows were not covered, one new teacher took her class back to their homeroom vs finding the closest room.

**Tornado Drill/Severe Weather**

Date	Time	Special Conditions Simulated	Problems Encountered
3/19/24	1:45 PM	5th Grade Bathroom Breaks, 3/4/5 Math in specials	3-8 voices at level 1/2
12/14/23	9:30 am	Gym was in the classrooms, Holliday shop in the gym with volunteers in the building.	Middle School was very loud. New teachers were not confident in the locations they needed to head

**Reunification**

Date	Time	Special Conditions Simulated	Problems Encountered
9/8/23	2:00	Dismissal Approaching	We had to stop for lights.



Date	Time	Special Conditions Simulated	Problems Encountered
8/25/23	8:00 AM	Construction and Morning Traffic	We had to wait through multiple lights to get everyone across.

**Signature of Person Responsible: Chelsea Ramirez**