



**SY2018/2019  
Emergency Drill Log – Michigan**

**School Name:** Metro Charter Academy  
**First Day of School:** 9/4/18

**School Year:** 2018-2019  
**Last Day of School:** 6/14/19

**\*\*NOTE: A minimum of one Fire, Lockdown, or Tornado drill must be conducted during lunch or recess\*\***

**Fire Drills - Three before December 1 and two after January 1 with reasonable spacing in between.**

Month	Date	Time	Notification Method	# of Staff Members	# Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
Sep	9/20/18	2:00	Alarm	66	720			Clear	2	30
Mar	3/19/19	2:15	Alarm	70	690			Clear	3	0
Apr	4/12/19	2:00	alarm	60	700			Clear	3	30
Sep	9/7/18	9:00	alarm	65	803			Clear	3	40
Mar	3/14/19	9:00am	Alarm	70	690			Rain	3	40

**Tornado Drill - Two per school year (one before December 15 and one in March).**

Date	Time	Special Conditions Simulated	Problems Encountered
3/22/19	9:10		
9/6/18	9:00		

**Lock Down Lockdown – Three per school year (two before December 1 and one after January 1).**

Date	Time	Special Conditions Simulated	Problems Encountered
3/25/19	2:00		
9/10/18	10:00 am		
10/12/18	Lunch Time	This drill was during lunchtime. Students were eating in the gym and a group of students were outside. The lockdown was call over the walkie-talkie.	Some staff members didn't hear the call because it was over the walkie-talkie. We discussed a solutions for this problem and now have a plan.

**Reverse Evacuation – One per school year, after January 1.**

Date	Time	Special Conditions Simulated	Problems Encountered
10/12/18	11:00	This was conducted with our middle school students during their recess during a lockdown drill.	

**Room Clear – One per school year, before December 1.**

Date	Time	Special Conditions Simulated	Problems Encountered
9/14/18	10:00	All classrooms completed this on or before September 14, 2019	

**Reunification – One type completed by December 31**

Date	Special Conditions Simulated	Problems Encountered
12/7/18	Had "actor" parents go through the process of picking up students.	

**Signature of Person Responsible: Shelli Wildfong**