



SY2018/2019
Emergency Drill Log – Michigan

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

School Year: 2018-2019
Last Day of School: 6/18/19

****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	9/14/18	2:00	Fire Alarm	78	780	Kindergarten was in transition for specials	New staff unfamiliar with some procedures. Some classes too loud. Will follow up with new staff Monday. Loud classes will redo Monday.	Hot	2	57
Jun	6/7/19	1:25	Alarm	585	78	None	K-2 - 3 students running, 3-5 did excellent job, 6-8 students were not in lines, Pleune was at building and pulled up in front of building - could be an issue if fire trucks needed to park there.	Hot	2	38

Month	Date	Time	Notification Method	# of Staff Members	# Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
Oct	10/3/18	2:00pm	Unannounced	78	782	Unannounced Kindergarten at specials. 1st & 5th grade taking bathroom break & one 1st-grade class out for recess.	Students swatting at bees. 1st grade very loud going out. 3rd grade loud and pushing in line on way out.	Hot	3	0
Mar	3/5/19	2:00pm	Fire Alarm	78	638	No Notice	None	Cold	2	0

Month	Date	Time	Notification Method	# of Staff Members	# Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
Dec	12/14/18	11:37	Fire Alarm Pulled	75	674	Notice given	Students reluctant to go out in drizzle-were loud/complaining in halls and outside.	Rain	2	30

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/19/19	1:30pm	None	Students were loud--not wanting to sit in positions
12/7/18	1:30pm	Tornado position	Slow moving students

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/21/19	10:40am	Pulled firedrill after lockdown called to see if students would exit rooms. No one did. Also had deans try to breach rooms.	Hall doors not locked so MS dean took time to do that. When using key to get into rooms in K-2 there was small barricade, but teachers and students had not implemented the ropes purchased to try to secure door from opening.
10/15/18	9:00am	Breach of classrooms that were locked - used keys to enter and determine what conditions were in room if room were breached.	Blinds in 2 classroom don't close on outside. Blinds left open in 1 room. Lights on in some classrooms. Barricade may impede blinds and allow them to be opened.
11/20/18	10:15am	Attempt to breach 2 classrooms in each wing	Student in 6-8 wing bathroom came out and classroom already barricaded. Student didn't know what to do/where to go. K-2 wing doors not already locked--dean had to stand in hall to lock them before moving into wing.

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/5/19	1:54pm	No notice	Pushing/shoving getting back into bldg.

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

Date	Time	Special Conditions Simulated	Problems Encountered
11/12/18	1:30pm	Leaving rooms quickly & quietly in the event of an emergency within classroom.	Kindergarten struggled with quickly/quietly--had to repeat 2-3 times. Other grades complied with quiet piece but lacked sense of urgency to get out quickly. Therefore, most grade levels practiced at least 2 times.

Reunification – One type completed by December 31

Date	Special Conditions Simulated	Problems Encountered
12/11/18	See summary above	Some materials needed that had not been planned for originally. Some confusion regarding where people were stationed.
4/9/19		Confusion and uncertainty of staff members and what exactly roles look like - especially if this was real and with hundreds of students and parents.

Signature of Person Responsible: Corinne Weaver