



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

School Name	Drill Schedule Submission Date	Principal
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Metro Charter Academy	Aug 3, 2023	Kimberly Johnson
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**School Name:** Metro Charter Academy  
**First Day of School:** 9/5/23

**School Year:** 2023-2024  
**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.
October	10/12/23	11:35	Alarm	48	431	Lunch and recess	Middle school was changing classes too and this was not expected.	Clear	3	20
September	9/13/23	9:05	Drill button on Alarm system	54	409			Clear	3	32
November	11/14/23	10:16	Alarm	54	462	Specials were taking place		Cold	2	42

#### Room Clear

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

Date	Time	Special Conditions Simulated	Problems Encountered
11/30/23	10:40	Hazard Response	

#### Lock Down

Date	Time	Special Conditions Simulated	Problems Encountered
10/26/23	1:00		
11/30/23	10:45	Students at specials for Middle school	Issue locking gym door-middle school was in specials during this time; second grade door was locked but did not latch without teacher slamming the door.

#### Tornado Drill/Severe Weather

Date	Time	Special Conditions Simulated	Problems Encountered
9/22/23	9:03	none	none

#### Reunification



Date	Time	Special Conditions Simulated	Problems Encountered
12/6/23	3:45		

Signature of Person Responsible:     **Kristin Sanney**