



**SY2019/2020  
Emergency Drill Log – Michigan**

**School Name:** South Arbor Charter Academy      **School Year:** 2019-2020  
**First Day of School:** 9/3/19      **Last Day of School:** 6/12/20

**\*\*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.
Oct	10/24/19	2:32	Alarm	79	781	none	none	Clear	3	19
Sep	9/10/19	9:18 AM	Alarm	79	776	none	none	Clear	3	58
Oct	10/14/19	1:45 pm	alarm	79	767	none	none	Cold	3	12

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/27/19	1:35 PM	MS at specials	
11/19/19	4:30 pm		Students staying upstairs in the hallway instead of coming downstairs

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

Date	Time	Special Conditions Simulated	Problems Encountered
11/13/19	9:15 AM		Teachers not hearing announcement and radio call for drill, kitchen open which leaves office open
10/17/19	2:15	students in bathroom	2nd grade at recess - didn't hear lockdown
2/13/20	11:02 AM	None	phones not working in classrooms and staff bathroom (didn't hear announcement), students on playground came into building and did not have a room to go to

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

Date	Time	Special Conditions Simulated	Problems Encountered

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/16/19	9:15 AM	no directions given by teacher	students were used to directions from teacher

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

Date	Special Conditions Simulated	Problems Encountered

**Signature of Person Responsible: Sandy Avery-Buczek**