



SY2019/2020
Emergency Drill Log – Michigan

School Name: Quest Charter Academy
First Day of School: 9/3/19

School Year: 2019-2020
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.
Sep	9/9/19	2:02	Fire Alarm	68	801		Exiting the building was not quick enough	Clear	4	3
Nov	11/6/19	11:50	Alarm	68	804	Middle School Lunch/ Recess	Had to go over expectations in the lunchroom and during recess when the fire drill goes off. The lunchroom staff needed extra support to get everyone out of the front doors.	Clear	4	57
Oct	10/8/19	9:33	Alarm	69	806	3rd Grade Transition	Not all the doors were closed. Middle School took the longest to get out of the building.	Clear	4	29

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/17/19	2:22	7th Grade was at specials, Kinder was coming in from Recess, 1st Grade was in transition	Trash cans were located where students were supposed to be located. Students were slow to get out of classrooms. Teachers were not sure of where all of their students were supposed to be.

Date	Time	Special Conditions Simulated	Problems Encountered
3/5/20	9:17 AM	None	Food management materials were in the way of one of our classes spaces, so we had to quickly move them.

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

Date	Time	Special Conditions Simulated	Problems Encountered
11/26/19	2:00	middle school block party	The gym doors were unlocked and one teacher didn't hear the announcement that we were on a drill.
9/27/19	10:32	Kinder Transition	Some teachers did not follow expectations for student placement and voice level

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

Reunification – One type completed by December 31

Date	Special Conditions Simulated	Problems Encountered

Signature of Person Responsible: Chelsea B. Ramirez