



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

**School Name:** Knapp Charter Academy  
**First Day of School:** 8/27/18

**School Year:** 2018-2019  
**Last Day of School:** 6/7/19

**\*\*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	9/5/18	9:30am	alarm	70	740			Clear	2	53
Sep	9/19/18	2:00pm. Drill orig scheduled for 9/18 - postponed 1 day due to lightning.	alarm	70	745	during recess time	none	Clear	2	52
May	5/29/19	10:30 am	alarm	75	700	none	none	Clear	2	26
Apr	4/26/19	10:40am	Announceme	80	718	none	too much talking - Mr. Turcotte spoke to the classes directly after drill was completed	Clear	3	26
Oct	10/15/18	1:10pm	Alarm	70	742	recess - 2-3 classes were on playground separated from teachers	none	Cold	2	53

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/11/19	11:00am	none	none
12/13/18	8:50 am	none	none

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

Date	Time	Special Conditions Simulated	Problems Encountered
11/9/18	1:25pm	none	none

Date	Time	Special Conditions Simulated	Problems Encountered
3/28/19	8:55am	none	1 student in hallway - principal talked to that student as to what he should have done with the announcement of the drill - reminded staff of quick sweep as well

Date	Time	Special Conditions Simulated	Problems Encountered
12/7/18	11:35am	call from Kent County Sheriff - possible threat across street at KISD	none - reverse evac ran beautifully (call came during recess for Y5, K)

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

Date	Time	Special Conditions Simulated	Problems Encountered
4/26/19	10:45am	none	no sense of controlled urgency - spoke with staff to practice with the classrooms of the importance of getting in quickly, safely, and quietly
12/7/18	11:35am	Call from Kent Cty Sheriff- mandatory reverse evac (y5/K were outside) & preventive lockdown until cleared.	none - all doors checked and staff notified of procedures

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

Date	Time	Special Conditions Simulated	Problems Encountered
11/5/18	Various times during the day	each hallway participated in practicing this drill	none

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

Date	Special Conditions Simulated	Problems Encountered
10/4/18		no problems - brainstormed on additional things to add to bag, flow of reunification at the site, etc.

**Signature of Person Responsible: Julie Moshauer**