



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

**School Name:** South Arbor Charter Academy  
**First Day of School:** 9/4/18

**School Year:** 2018-2019  
**Last Day of School:** 6/14/19

**\*\*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	9/26/18	9:18 AM	Alarm	60	769	During Fun Run activities-several classes on playground with specials teachers		Clear	4	20
Nov	11/5/18	9:45 AM	Alarm	65	762	Held during a transition time.	Many subs in building slowed overall time to exit building.	Cold	4	10
Oct	10/11/18	1:56 PM	unannounced drill; alarm panel used	59	799	one less administrator in bldg; reassigned crisis team member to check additional locations.		Cold	3	25

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/18/19	9:35 AM	none	Teacher did not hear tornado drill call
9/28/18	1:49 PM		Crowded MS hall- moved some classes to different location.

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

Date	Time	Special Conditions Simulated	Problems Encountered
10/17/18	1:59 PM	None	Students in hall not knowing where to go. Music teacher didn't hear lock down call

Date	Time	Special Conditions Simulated	Problems Encountered
2/14/19	9:40 AM	Students in hallway, bathrooms	Windows not completely covered, students in classrooms were loud

Date	Time	Special Conditions Simulated	Problems Encountered
11/14/18	10:10 AM	clarified that it was a preventative lockdown	need to remember to call on radio or text staff members that cannot hear announcement

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

Date	Time	Special Conditions Simulated	Problems Encountered
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**Room Clear** – One per school year, before December 1.

Date	Time	Special Conditions Simulated	Problems Encountered
9/14/18	All rooms beginning at 10:15 AM	Room clear initiated by different people	none

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

Date	Special Conditions Simulated	Problems Encountered
8/22/18	Walked to and from the location	Exterior doors were locked and could not enter

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