



**SY2023/2024**

**Emergency Drill Log**

School Name	Drill Schedule Submission Date	Principal
Excel Charter Academy	Aug 22, 2023	Dan Bartels

**School Name:** Excel Charter Academy

**School Year:** 2023-2024

**First Day of School:** 8/21/23

**Last Day of School:** 6/6/24

**Fire Drills**

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
September	9/18/23	10:30am	Fire alarm	85	827	None	Parent having conference with student, parent was notified and escorted their student outside.	Clear	3	56
November	11/17/23	1:15	Alarm	78	865	None	SpEd Student would not leave the boys bathroom. SpEd Social Worker stayed with him. Parents were contacted.	Cold	5	20
October	10/23/23	1:20	Fire alarm	87	824	Blocked exit	None	Cold	3	55

**Room Clear**

Date	Time	Special Conditions Simulated	Problems Encountered
9/12/23	8:30	None	None

**Hold**

Date	Time	Special Conditions Simulated	Problems Encountered
10/19/23	10:15 AM	None	None



**Reverse Evacuation**

Date	Time	Special Conditions Simulated	Problems Encountered
3/5/24	2:24	none	none
2/28/24	2:13	None	None

**Lock Down**



Date	Time	Special Conditions Simulated	Problems Encountered
9/28/23	9:15am	None	None
1/29/24	10:30	Police officer and CRASE instructor who is a parent attended the drill and debriefed with us.	Specific actions steps: - what to instruct young students to do if they get locked out of the classroom. - What to instruct classes to do if they are taking a walk outside and specifically where to go - Utilizing "hard corners" for hiding spaces for students
12/1/23	10:40	None	None
2/16/24	11:02	Office could not get to phone, lockdown was announced over walkie, staff members were coached on how to make an all call, all call was made by staff members	None
9/21/23	8:10 AM	Police called the school admin. and the admin. team contacted parents to make sure a student making an alleged threat did not come to school	Brian Gard and Doug Hower provided guidance, an investigation ensued once safety was ensured, and consequences were issued to the the student making the threat. The school also worked with law enforcement who suggested this be handled at the school level.

**Tornado Drill/Severe Weather**

Date	Time	Special Conditions Simulated	Problems Encountered
3/18/24	2:17 PM	Tornado Drill	None
9/5/23	1:20pm	None	None

**Reunification**

Date	Time	Special Conditions Simulated	Problems Encountered
8/17/23	11:30	None	Need an EL teacher as a "greeter" to assist EL parents. This was adjusted on Roles and Responsibilities page.

**Signature of Person Responsible: Amy L Buys**