

School Name: Quest Charter Academy School Year: 2021-2022  
 First Day of School: 9/7/21 Last Day of School: 6/17/22  
 A **minimum of one Fire, Lockdown or Tornado drill must be conducted during lunch or recess.**

Fire Drills - three fire drills before Dec. 1 and two after Jan. 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.
Mar	3/22/22	12:50 pm	Alarm	63	742	None	3 Subs in the building caused for some confusion.	Cold	4	47
Apr	4/15/22	9:15	Alarm	63	543	Early Release-adjusted schedule.	Some students/staff stopped to put coats on.	Cold	3	19
Oct	10/4/21	1:15 PM	Alarm	63	766	n/a	n/a	Clear	3	47
Sep	9/15/21	9:00 AM	Announcement	63	745		A few classes were split due to some students not moving at a quick pace. Feedback to continue to practice a quick pace and keeping the class together.	Clear	5	37
Oct	10/14/21	9:45 AM	Alarm	63	766	n/a	Congestion in the 3-5 hallway. We will try having 5th grade exit out the front door next drill.	Rain	3	57

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/17/21	8:30am	Student experiencing a medical emergency (we have a diabetic student in the classroom so we went through the scenario as if we were dealing with an issue with that).	None

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/21/22	10:00 AM	2nd grade at recess. Kindergarten was coming back from specials as well.	One student continued to swing longer than the others. There was some congestion in the hallway.

Lock Down Three per school year. Two before Dec 1 and one after Jan 1.

Date	Time	Special Conditions Simulated	Problems Encountered
11/4/21	8:30am	This was during a transition time	A few doors were unlocked (we learned about 1 broken lock and are submitting a work order) and voice level in a few classrooms was not at a 0 (feedback has already been given)
1/10/22	9:00 Am	During Recess (cold outside so it was indoor recess today)	Issue with PA system in 1 classroom, 1 of the gym doors will not lock, and our daytime custodian arrived and needed to clock in and was concerned about how it would impact his pay.
9/21/21	10:30am		We had an issue with a few phones announcement function not working. Our LTS is looking into solutions.

Severe Weather/Tornado Drill - Two per school year (one before Dec 15 and one in March)



Date	Time	Special Conditions Simulated	Problems Encountered
9/22/21	9:00 am		We had to trouble shoot with new lunch equipment and storage in the hallway which slowed us down. We have communicated with the school regarding next steps.
3/3/22	1:00 PM	One of the bathrooms was closed off- kinder/3-5 transition to and from specials	Middle School Students went to homeroom location, instead of current class location. New teachers didn't get out in the order so the flow was disrupted.

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



Date	Time	Special Conditions Simulated	Problems Encountered
8/23/21	12:00pm	We were simulating a school emergency that required us to leave school grounds and go to our reunification destination.	A few staff members didn't have emergency vests. We got them some and ordered more.
9/15/21	1:00-1:45	School emergency	None

**Signature of Person Responsible: Bethany Garbutt**