



**SY2019/2020  
Emergency Drill Log – Michigan**

**School Name:** Metro 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	9/5/19	10:00	Alarm	60	705			Clear	4	50
Sep	9/27/19	2:00	Alarm	61	705		Staff taking to long to take attendance!	Clear	6	30
Oct	10/14/19	10:00	Alarm	60	695		Took time to verify where a few students were.	Clear	5	10

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/12/19	9:30		

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

Date	Time	Special Conditions Simulated	Problems Encountered
10/1/19	2:00	Called over Walkies	5 classrooms did not have walkies up loud enough to hear the call.
9/6/19	10:00		

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/20/19	2:00		

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

Date	Time	Special Conditions Simulated	Problems Encountered
9/10/19	10:00		

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

Date	Special Conditions Simulated	Problems Encountered
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**Signature of Person Responsible: Shelli Wildfong**