



Emergency Drill Log – Michigan

School Name: Windemere Park Charter Academy **School Year:** 2017-2018
First Day of School: **Last Day of School:** 6/22/18

****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 | 9/8/17 | 1:40pm | pulled fire alarm | 60 | 663 | during recess; 3 students were pulled from their class | students coming in from recess did not know to turn around and evacuate | Clear | 2 | 30 |
| May | 5/4/18 | 9:45 am | Pulled Alarm | 55 | 686 | Removed student from class | | Clear | 2 | 46 |
| Apr | 4/12/18 | 10:20 am | Pulled alarm | 61 | 691 | | | Clear | 2 | 29 |
| Oct | 10/12/17 | 10:15 am | Pulled Fire Alarm | 55 | 658 | Blocked kindergarten exit- main exit for 8 classrooms | Sub in classroom, no class list- had to access on our phones | Cold | 2 | 49 |
| Nov | 11/8/17 | 11:00 am | Pulled alarm | 55 | 683 | | | Cold | 2 | 45 |

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

| Date | Time | Special Conditions Simulated | Problems Encountered |
|----------|---------|------------------------------|----------------------|
| 12/14/17 | 8:05 | | |
| 3/22/18 | 9:05 am | | |

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

| Date | Time | Special Conditions Simulated | Problems Encountered |
|---------|----------|--------------------------------------|----------------------|
| 9/15/17 | 9:05am | | |
| 6/13/18 | 10:55 am | Reverse evacuation at the same time. | |
| 1/24/18 | 1:45 pm | | |

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

| Date | Time | Special Conditions Simulated | Problems Encountered |
|---------|----------|---|----------------------|
| 6/13/18 | 10:55 am | Went straight into lockdown so students had to go the closest classroom, not their own. | |

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

| Date | Time | Special Conditions Simulated | Problems Encountered |
|---------|-------|------------------------------|----------------------|
| 9/21/17 | 11:05 | none | |

Signature of Person Responsible: Leanne Simms