



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

**School Name:** Quest 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.
Mar	3/22/19	9:30 am	Fire alarm	65	733			Clear	3	10
Sep	9/7/18	1:30 pm	Fire alarm	72	802	MS students at specials	Staff student count time consuming.	Clear	4	40
Apr	4/16/19	8:30 am	Fire alarm	75	758	Rain, specials transition	none	Rain	3	57
Oct	10/15/18	10:15 am	Fire alarm	70	750		Classes slow to exit bldg.	Rain	4	48
Nov	11/16/18	12:15 pm	Fire alarm	75	730	2 grades during lunch, 2 grades on recess, 2 grades enroute to lunch	Recess classes unsure how/ where to line up. Lunch classes unsure where to exit.	Cold	4	22

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

Date	Time	Special Conditions Simulated	Problems Encountered
3/7/19	11:00 am		Classes not in assigned area
10/4/18	2:15 pm		Office staff unsure where to go. Rm. 20 not on map- made adjustments to 1st-2nd grade hall. Admin present at bathrooms for next drill--students were goofy & difficult going into bathroom.

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

Date	Time	Special Conditions Simulated	Problems Encountered
2/14/19	8:45 am		
11/28/18	2:00	2nd grade on recess	New teacher-no window cover

Date	Time	Special Conditions Simulated	Problems Encountered
9/28/18	10:30 am	Kindergarten in transition from specials	Office doors unlocked, gym procedures unclear, students didn't go to closest classrm, parent room--no intercom.
12/14/18	2:40 pm	8th grade at specials	

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

Date	Time	Special Conditions Simulated	Problems Encountered
1/16/19	12:53 pm	8th grade at recess	none

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

Date	Time	Special Conditions Simulated	Problems Encountered
12/14/18	2:20 pm	8th grade at specials	None

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

Date	Special Conditions Simulated	Problems Encountered
8/24/18		Dean designated placement at the school and with those going to the reunification site.

**Signature of Person Responsible: Kelly Osterhout**