



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

**School Name:** Burton Glen Charter Academy  
**First Day of School:** 9/3/19

**School Year:** 2019-2020  
**Last Day of School:** 6/18/20

**\*\*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.
Mar	3/9/20	11:30	Alarm	79	589	During Lunch Time	None	Clear	3	0
Sep	9/18/19	9:00 a.m.	Alarm	72	513	None	None	Clear	2	54
Oct	10/1/19	10:00	Alarm	76	585	None	None	Clear	2	47
Oct	10/30/19	2:00	Alarm	76	600	None	None	Cold	3	5

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

Date	Time	Special Conditions Simulated	Problems Encountered
12/10/19	8:45	none	none

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

Date	Time	Special Conditions Simulated	Problems Encountered
11/4/19	9:00	None	Had one class redo the drill due to the talking that was happening during the original drill
9/26/19	2:00 p.m.	None	None
2/10/20	10:15	During transition time	None

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

Date	Time	Special Conditions Simulated	Problems Encountered
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**Room Clear** – One per school year, before December 1.

Date	Time	Special Conditions Simulated	Problems Encountered
11/13/19	9:30	None	Had to do the room clear on 11/13/19 due to a snow day on the scheduled day 11/12/19

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

Date	Special Conditions Simulated	Problems Encountered
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**Signature of Person Responsible: Thomas Smith II**