

SY2023/2024

Emergency Drill Log

School Name	Drill Schedule Submission Date	Principal
Metro Charter Academy	Aug 3, 2023	Kimberly Johnson

School Name: Metro Charter Academy

School Year: 2023-2024

First Day of School: 9/5/23

Last Day of School: 6/14/24

Fire Drills

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
October	10/12/23	11:35	Alarm	48	431	Lunch and recess	Middle school was changing classes too and this was not expected.	Clear	3	20
September	9/13/23	9:05	Drill button on Alarm system	54	409			Clear	3	32
February	2/21/24	1:08	Alarm	48	438	Done during specials		Clear	1	55
November	11/14/23	10:16	Alarm	54	462	Specials were taking place		Cold	2	42

Room Clear

Date	Time	Special Conditions Simulated	Problems Encountered

Hold

Date	Time	Special Conditions Simulated	Problems Encountered
11/8/23	12:50		

Reverse Evacuation

Date	Time	Special Conditions Simulated	Problems Encountered
11/30/23	10:40	Hazard Response	

Lock Down

Date	Time	Special Conditions Simulated	Problems Encountered
2/9/24	1:30	During specials	
10/26/23	1:00		



Date	Time	Special Conditions Simulated	Problems Encountered
11/30/23	10:45	Students at specials for Middle school	Issue locking gym door-middle school was in specials during this time; second grade door was locked but did not latch without teacher slamming the door.

Tornado Drill/Severe Weather



Date	Time	Special Conditions Simulated	Problems Encountered
3/6/24	9:00	transition from specials to classroom	
9/22/23	9:03	none	none

Reunification

Date	Time	Special Conditions Simulated	Problems Encountered
12/6/23	3:45		

Signature of Person Responsible: Kristin Sanney