



**SY2023/2024**

**Emergency Drill Log**

School Name	Drill Schedule Submission Date	Principal
South Arbor Charter Academy	Aug 1, 2023	Fletcher Morgan

**School Name:** South Arbor Charter Academy

**School Year:** 2023-2024

**First Day of School:** 8/28/23

**Last Day of School:** 6/7/24

**Fire Drills**

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
September	9/7/23	10:00 am	Fire Alarm went off.	70	798	This was during recess.	Doors left open.	Clear	5	0
November	11/3/23	11:15 am	Alarm	74	878	This was right before lunch and us getting ready for lunch.	Fire Evacuation Doors did not close and they said they were fixed so I am not sure why they are not closing when the alarm goes off.	Clear	4	0
October	10/3/23	2:15 pm	Fire Alarm	66	790	We blocked an exit so students and staff had to find a new route as well as take a student from one of the classes to see if the teacher could locate the student.	No problems- students did great with this.	Hot	5	0



Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
May	5/21/24	2:48 pm	Alarm	72	876	Right around end of the day and getting ready to dismiss	Some of the doors were left open during the drill and I had to go close some of them.	Hot	4	0
March	3/20/24	10:50 am	Alarm	65	869	It was cold and snowy.	We had a Spelling Bee during the time of our scheduled drill so we postponed our drill till later in the morning.	Snow	3	38

**Room Clear**

Date	Time	Special Conditions Simulated	Problems Encountered
9/22/23	11:00 am	Practice for a sick student.	No problems for this drill

**Hold**

Date	Time	Special Conditions Simulated	Problems Encountered
9/6/23	1:13	none	none, students who were in the hall quickly went back to their class
11/13/23	3:00 pm	Right at dismissal/ Room Clear	None

**Reverse Evacuation**

Date	Time	Special Conditions Simulated	Problems Encountered
9/18/23	9:00 am	This was during Kindergarten Recess.	Teachers confused a secure drill with a lock down drill.

**Lock Down**

Date	Time	Special Conditions Simulated	Problems Encountered
12/4/23	8:26	It was during our morning time.	No problems
2/8/24	1:20 pm	This was during Kindergarten specials	A student was in the bathroom, bathroom doors were not locked-



Date	Time	Special Conditions Simulated	Problems Encountered
10/13/23	2:10 pm	This was during recess for our 2nd Grade.	Students were coming in from outside

**Tornado Drill/Severe Weather**



Date	Time	Special Conditions Simulated	Problems Encountered
8/31/23	9:00	This was during transition for specials and during Kinder recess.	We need to get rosters for Specials in the homeroom teachers hands so that they know who they have while waiting for the Specials Teacher to arrive.
3/20/24	1:00 pm	We switched our date to make sure that we were practicing it during the state drill. It was originally scheduled for March 22nd- Friday.	We did not have any issues

**Reunification**

Date	Time	Special Conditions Simulated	Problems Encountered
8/17/23	8:45 am	This was during all staff PD. We wanted to do one with staff and we will do another one in March with some students.	The place that we relocated to was locked up so- they were expecting us but forgot the time that we were reporting.

**Signature of Person Responsible: Teri Scott**