



Emergency Drill Log - Michigan

Quest Charter Academy

School Name: Quest Charter Academy
School Year: 2024-2025
First Day of School: 09/03/2024
Last Day of School: 06/13/2025

Evacuate (Fire Drill)

Five per school year. (Three before December 1, Two after January 1). Some must be done during lunch or recess

| Deadline | Date | Time | Actual Date & Time *(optional) only enter if original drill date was missed | Notification Method | # Staff Members | # of Occupants Evacuated | Special Conditions Simulated | Problems Encountered | Weather Conditions | Time to Complete (mins & seconds) |
|---------------|------------|---------|--|---------------------|-----------------|--------------------------|------------------------------|----------------------|--------------------|-----------------------------------|
| Before Dec. 1 | 09/11/2024 | 2:00 PM | | Alarm pulled / | 75 | 658 | / | none | sunny | 4 minutes and 1 seconds |

Room Clear

One per school year. (Before December 1)

| Deadline | Date | Time | Actual Date & Time *(optional) only enter if original drill date was missed | Special Conditions Simulated | Time to Complete (mins & seconds) |
|---------------|------------|------|--|------------------------------|-----------------------------------|
| Before Dec 1. | 09/06/2024 | | | / | 22 seconds |

Hold

Two per school year (one before December 1, one after January 1)

| Deadline | Date | Time | Actual Date & Time *(optional) only enter if the original drill date was missed | Special Conditions Simulated | Time to Complete (mins & seconds) |
|----------|------|------|--|------------------------------|-----------------------------------|
|----------|------|------|--|------------------------------|-----------------------------------|

Secure (Reverse Evacuation and Preventive Lockdown)

One per school year (Before January 1)

| Deadline | Date | Time | Actual Date & Time *(optional) only enter if original drill date was missed | Special Conditions Simulated | Time to Complete (mins & seconds) |
|----------|------|------|--|------------------------------|-----------------------------------|
|----------|------|------|--|------------------------------|-----------------------------------|

Lockdown

Three per school year (two before December 1, one after January 1)

| Deadline | Date | Time | Actual Date & Time *(optional) only enter if original drill date was missed | Special Conditions Simulated | Time to Complete (mins & seconds) |
|---------------|------------|---------|--|--|-----------------------------------|
| Before Dec. 1 | 09/16/2024 | 2:20 PM | | Other / Kindergarten classes at recess | 4 minutes and 21 seconds |

Shelter (Tornado)

Two per school year (one before December 15, and one in March)

| Deadline | Date | Time | Actual Date & Time *(optional) only enter if original drill date was missed | # Evacuated to shelter locations | Weather Conditions | Time to Complete (mins & seconds) |
|----------|------|------|--|----------------------------------|--------------------|-----------------------------------|
|----------|------|------|--|----------------------------------|--------------------|-----------------------------------|

Reunification

One per school year (Before December 31)

| Deadline | Date | Actual Date & Time *(optional) only enter if original drill date was missed | Special Conditions Simulated | Brief Summary |
|----------------|------------|--|------------------------------------|---|
| Before Dec. 31 | 08/23/2024 | 08/23/2024 9:00 AM There was no change we completed this on 8/23/24 as scheduled | Staff walkthrough / | Staff walked to our reunification site w/o problems. |

Person Responsible

KELLY OSTERHOUT