



SY2023/2024

Emergency Drill Log

School Name	Drill Schedule Submission Date	Principal
Knapp Charter Academy	Aug 14, 2023	Angie Spears

School Name: Knapp Charter Academy

School Year: 2023-2024

First Day of School: 8/22/23

Last Day of School: 6/6/24

Fire Drills

Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
September	9/13/23	9:15am	Alarm	75	430	Recess/ Specials/ Small Group work	Students on playground took time to line up on pavement and then proceed to parking lot vs. getting to parking lot and regrouping. Teachers lined up along fence to wait for other classes to pass instead of walking down and around to designated spot. This added to our evac time - will address with staff via email.	Clear	4	30



Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
October	10/24/23	1:00pm	Alarm	70	500	GR TWP FIRE was on site for drill and blocked exits that are usually used	1 student missed - he was in the bathroom - reminded staff to take attendance once in lot and hold up green or red card once there	Clear	4	23
May	5/6/24	1:35pm	Alarm	70	430	bathroom breaks were happening	n/a	Clear	3	10
November	11/13/23	12:30pm	Alarm	70	434	During Lunch Period	Outside Speakers are not working again - will put in work order	Clear	3	25
March	3/26/24	10:45am	Alarm	70	425	none	none	Rain	3	8

**Room Clear**

Date	Time	Special Conditions Simulated	Problems Encountered
2/12/24	1:00pm	Cleared rooms due to disturbance in classroom	n/a

**Hold**

Date	Time	Special Conditions Simulated	Problems Encountered
10/5/23	10:30am	Transition was happening with one grade level	none - some teachers went into full lockdown mode - explained the difference in the follow up email to staff

**Reverse Evacuation**

Date	Time	Special Conditions Simulated	Problems Encountered
11/13/23	12:35	added at end of evac drill	none

**Lock Down**



Date	Time	Special Conditions Simulated	Problems Encountered
9/28/23	10:00am	Principal and 1 Dean offsite at a training. 3 classes outside for recess, specials happening.	Speakers outside work but classes at recess didn't hear the call - will call helpdesk to see if they can be turned up. School Safety Specialist intercepted and instructed them with procedure if this were real to head to reunification site. They walked offsite of the playground and waited there until cleared. Gym door - isn't shutting - will check and put in work order if needed. Sent question to Dani about pulling blinds when classrooms are empty but at recess. will advise staff once answer is given. Timing is based on end of hallway being checked. Classes were in place within 30 seconds!
11/28/23	1:30pm	Had Principal "clear" the drill over intercom (on purpose) to see if teacher's opened doors or still waited for dean to open. Sent email with proper response protocols.	none
3/5/24	9:19am	We missed our original drill date last week. We piggy backed this on our tornado drill and the kids did amazing! Back into rooms, doors locked, shades pulled in just over a minute!	n/a - reminders - this is meant to be fast action back into the classroom vs. organized line up etc.,. The staff/kids did great!

**Tornado Drill/Severe Weather**

Date	Time	Special Conditions Simulated	Problems Encountered
3/5/24	9:15am	testing, specials, etc.	Some teachers didn't hear the all call - advised to reboot their phones and if not hearing announcements daily - should be checking this
9/8/23	1:30pm	n/a	n/a - reminders were sent to move quickly and quietly vs. lining up and walking to location for shelter

**Reunification**



Date	Time	Special Conditions Simulated	Problems Encountered
8/15/23	10:45am	n/a	n/a

**Signature of Person Responsible: Julie Wernstrom**