

Academy of Warren  
 School Year 2023-2024  
**Emergency Drills Log Form**

**Post completed emergency drill log within 30 days after the drill is completed.**

**Fire Drills**

Five (5) fire drills are required each school year – three (3) shall be conducted by December 1<sup>st</sup>, and two (2) shall be held during the remainder of the academic year.

Date	Time Drill(s) Conducted	Evacuation Time	Conducted By: (Name and Position)	Signature	Comments
9/29/2023	9:30AM	2min:26 sec	Michael Whitaker	Michael Whitaker, Security	Drill went well, focusing on following procedures.
10/18/2023	1:30PM	1min 50sec	Michael Whitaker	Michael Whitaker, Security	Drill went well, we were under 2 minutes
11/9/2023	9:30AM	2min25sec	Michael Whitaker	Michael Whitaker, Security	Drill went well, working on keeping it under 2 min
4/16/2024	2:00PM	2min35sec	Michael Whitaker	Michael Whitaker, Security	Drill went well, working on keeping it under 2 min
5/28/2024	10:25AM	2min52sec	Michael Whitaker	Michael Whitaker, Security	Drill went well, working on keeping it under 2 min

**Tornado Drills**

Two (2) in-building tornado safety drills (at least one in March).

Date	Time Drill(s) Conducted	Response Time	Conducted By: (Name and Position)	Signature	Comments
11/2/2023	10:05AM	8 minutes	Michael Whitaker	Michael Whitaker, Security	Staff not prepared, will follow up with instructions.
3/21/2024	01:00pm	10 minutes	Michael Whitaker	Michael Whitaker, Security	Staff more prepared, but need follow up instructions

**Lock Down/Secure Mode/Hazardous Materials Drills**

Three (3) drills where occupants are restricted to the interior of the building and the building is secured- such as lock down, secure mode and release of hazardous materials drills. At least one (1) drill shall be conducted by December 1<sup>st</sup> and one (1) conducted after January 1<sup>st</sup>.

Date	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
10/3/2023	9:30 am	Michael Whitaker, Security	Michael Whitaker, Security	Went well, but still focusing on following procedures.
1/12/2024	1:00 pm	Michael Whitaker, Security	Michael Whitaker, Security	Went well, but still working on improvements.
2/08/2024	10:30am	Michael Whitaker, Security	Michael Whitaker, Security	Went better, still working on improvements.

Oronde Kearney, Chief Academic Officer / 5 / 28 / 2024  
 Administrator's Signature/Date