

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 1st, 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
11/09/2023	9:30AM	2min25sec	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 1st and one (1) conducted after January 1st.

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 / 3 / 21 / 2024
 Administrator's Signature/Date