

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.

**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

**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.

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Oronde Kearney , Chief Academic Officer / 10 / 18 / 2023  
Administrator's Signature/Date