



SY2023/2024

Emergency Drill Log

School Name	Drill Schedule Submission Date	Principal
Vanguard Charter Academy	Jul 21, 2023	Mark Dejong

School Name: Vanguard Charter Academy

School Year: 2023-2024

First Day of School: 8/21/23

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	9/7/23	9:03 am	Pressed button	70	770	None	Wing 2 students did not get out quick enough - staff still needs to throw out old red cards and use new ones - few classroom doors unlocked	Clear	3	43
October	10/18/23	9:58 am	Alarm	72	750	Fake fires around the school	few classroom door open and took longer as we needed different routes in a few hallways due to the "fires"	Clear	4	16
September	9/26/23	2:10 pm	All Call	70	755	None	A few doors were unlocked in Wing 2	Hot	3	5
May	5/15/24	8:32 am	All Call	72	750	None	A few unlocked classroom doors	Hot	3	23



Month	Date	Time	Notification Method	# of Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Min.	Sec.
April	4/29/24	1:20 pm	Drill	68	744	Fake fires around the building	Finding an alternate route to exit with fires in their way	Cold	4	3



Room Clear

Date	Time	Special Conditions Simulated	Problems Encountered
2/7/24	10:10 AM	None	None
9/12/23	8:32 am	None	None

Hold

Date	Time	Special Conditions Simulated	Problems Encountered
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Reverse Evacuation

Date	Time	Special Conditions Simulated	Problems Encountered
10/5/23	1:55 pm	None	One kid not in a hurry to get in

Lock Down

Date	Time	Special Conditions Simulated	Problems Encountered
9/22/23	10:00 am	Another teacher called the drill rather than admin team	1 door unlocked
10/30/23	2:00 pm	Teacher called lockdown drill	Intervention door was open but doors inside were locked - need a push lock button on parent room
3/5/24	9:30 am	MS teacher called lockdown drill	EL intervention room doors open and both inside the room open, couldn't hear drill in the kitchen

Tornado Drill/Severe Weather

Date	Time	Special Conditions Simulated	Problems Encountered
8/3/23	8:34 am	None	We had some MS classrooms crossing paths to get to safe locations and some smaller spaces that didn't work for classrooms so we updated our evacuations maps to help for next time.
4/16/24	1:32 pm	none	A few classes went to different locations but every was in a safe spot
3/20/24	1:00 p.m.	None	Some classes were not in right area. Will practice again.

Reunification

Date	Time	Special Conditions Simulated	Problems Encountered
8/10/23	11:00 am		



Signature of Person Responsible: Jessica Bouwhuis