

Emergency Drill Log - Michigan

Metro Charter Academy
34800 Ecorse Rd
Romulus, MI
(734) 641-3200

School Name: Metro Charter Academy

School Year: 2024-2025

First Day of School: 09/03/2024

Last Day of School: 06/13/2025

Evacuate (Fire Drill)

Five per school year. (Three before December 1, Two after January 1). Some must be done during lunch or recess

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Notification Method	# Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Time to Complete (mins & seconds)
Before Dec. 1	09/13/2024	9:05 AM	09/13/2024	Alarm pulled /	49	382	None /			3 minutes and 5 seconds
Before Dec. 1	10/04/2024	1:00 PM	10/04/2024 1:00 PM	Announcement made /	53	432	Other / Students in specials and at recess time for 4th grade		Fair	2 minutes and 32 seconds
Before Dec 1	11/13/2024	9:00 AM	11/15/2024 9:00 AM interfered with a site visit from PPA	Announcement made /	48	420	None /		cool	2 minutes and 40 seconds
After Jan. 1	03/14/2025	8:15 AM	03/13/2025 1:45 PM	Announcement	...	...	Recess		cool	1 minutes

After Jan. 1	03/14/2025	9:15 AM	Temperature and rain predicted for the 3/14/25	made /	46	380	Drill /		cool	and 49 seconds
After Jan. 1	04/02/2025	12:40 PM	04/04/2025 12:40 PM Bad weather on scheduled day	Announcement made /	51	399	Lunchtime Drill /		partly sunny	3 minutes and 35 seconds

Room Clear

One per school year. (Before December 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)
Before Dec 1.	09/23/2024	10:15 AM	09/23/2024	Disturbance in a classroom /	2 minutes and 34 seconds

Hold

Two per school year (one before December 1, one after January 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if the original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)

Before Dec 1.	10/11/2024	8:46 AM		Disturbance in a hallway /	1 minutes and 7 seconds
After Jan. 1	01/10/2025	1:30 PM	01/10/2025 1:30 PM	Illness in a hallway /	2 minutes and 10 seconds

Secure (Reverse Evacuation and Preventive Lockdown)

One per school year (Before January 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)
Before Jan. 1	11/13/2024	9:08 AM	11/15/2024 9:10 AM interfered with a site visit from PPA	Suspicious activity in parking lot /	2 minutes and 34 seconds

Lockdown

Three per school year (One before December 1, one after January 1)

Three per school year (two before December 1, one after January 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)
Before Dec. 1	10/23/2024	9:05 AM		/	2 minutes and 38 seconds
Before Dec. 1	11/22/2024	1:30 PM	11/26/2024 Medical emergency so we postponed the drill	Hazard Response for active shooter /	2 minutes and 9 seconds
After Jan. 1	02/12/2025	10:00 AM	02/20/2025 10:00 AM Admin and part of Safety team in a training on 2/12	Hazard Response for Intruder /	1 minutes and 21 seconds

Shelter (Tornado)

Two per school year (one before December 15, and one in March)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	# Evacuated to shelter locations	Weather Conditions	Time to Complete (mins & seconds)
Before Dec. 15	11/26/2024	9:05 AM	12/06/2024 9:05 AM Moved Lockdown to 11/26 so we adjusted and moved Shelter to first week in december	423	Used the tornado Prompt but the weather for the day	2 minutes and 46 seconds

					was cloudy	
March	03/06/2025	1:45 PM	03/06/2025 1:45 PM	403	Tornado Warning	3 minutes and 10 seconds

Reunification

One per school year (Before December 31)

Deadline	Date	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Brief Summary
Before Dec. 31	08/21/2024	08/23/2024 Professional Development	Staff walkthrough /	Great practice and understanding of process and procedure.

Person Responsible

KIMBERLY JOHNSON