

Emergency Drill Log - Michigan

River City Scholars Charter Academy
944 Evergreen St SE
Grand Rapids, MI
(616) 248-3390

School Name: River City Scholars Charter Academy

School Year: 2026-2027

First Day of School: 08/24/2026

Last Day of School: 06/09/2027

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	09/21/2026	10:30 AM	09/21/2026 2:05 PM Dean in Classroom	Alarm pulled /			Other / During Specials for younger students	Communication/Checking in. Will clear it up.	Cloudy and 65 degrees	8 minutes

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)
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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.	10/20/2026	9:30 AM	08/26/2026 12:40 PM Used a hold for a safety situation.	Other /	5 minutes

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	10/22/2026	1:50 PM	12/26/2026 12:38 PM Needed for a safety situation	Police activity within school vicinity /	5 minutes

Lockdown

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)
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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	# Evacuted to shelter locations	Weather Conditions	Time to Complete (mins & seconds)
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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
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		*(optional) only enter if original drill date was missed		
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Person Responsible

KAYLEN HOOK