



Emergency Drill Log - Michigan

Holly Park Academy
3300 Express Ct
Lansing, MI
(517) 882-9585

School Name: Holly Park Academy

School Year: 2025-2026

First Day of School: 08/18/2025

Last Day of School: 06/04/2026

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	09/09/2025	10:30 AM		Alarm pulled /	65	494	None /			5 minutes and 20 seconds
Before Dec. 1	10/23/2025	1:00 PM		Alarm	60	600	None /	new staff.	fair	7 minutes

				pulled /	00	007				and 32 seconds
Before Dec 1	11/24/2025	10:00 AM		Alarm pulled /	63	455	Recess Drill /			4 minutes and 49 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.	10/13/2025	2:20 PM		Other /	1 minutes and 15 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.	09/17/2025	2:00 PM		Disturbance in a hallway /	3 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)
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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)
Before Dec. 1	08/27/2025	10:30 AM	01/01/2000	Other /	2 minutes and 10 seconds
Before Dec. 1	11/11/2025	1:30 PM		Other /	2 minutes and 25 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	# Evacuted to shelter locations	Weather Conditions	Time to Complete (mins & seconds)
Before Dec. 15	10/02/2025	10:15 AM		540	Fair	6 minutes and 15 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	09/26/2025		All School /	Went well! Attendance was low

Person Responsible

ROSALIND BURT

