

# Emergency Drill Log - Michigan

Windemere Park Charter Academy  
3100 W Saginaw St  
Lansing, MI  
(517) 327-0700

School Name: Windemere Park Charter Academy

School Year: 2024-2025

First Day of School: 08/19/2024

Last Day of School: 06/12/2025

**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	09/10/2024	10:00 AM	09/10/2024 1:20 PM We did the drill this morning but due to a door that would not open we did not complete the drill within the allotted time.	Alarm pulled /	73	587	None /	None	78 and sunny	2 minutes and 16 seconds
Before Dec. 1	10/22/2024	1:05 PM	10/22/2024 1:20 PM	Alarm pulled /	72	599	None /		74 and sunny	2 minutes and 1 seconds
Before Dec 1	11/06/2024	9:30 AM		Alarm pulled /	74	607	Other / Student was pulled from class to make sure attendance was being taken	None	60 degrees Damp and cool.	2 minutes and 12 seconds

After Jan. 1	03/19/2025	2:00 PM	03/19/2025 1:30 PM	Alarm pulled /	75	498	None /			2 minutes and 12 seconds
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**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.	11/19/2024	10:30 AM	11/19/2024 10:30 AM	Illness in a classroom /	42 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.	09/16/2024	1:45 PM		Illness in a hallway /	1 minutes and 33 seconds
After Jan. 1	02/18/2025	8:45 AM	02/18/2025 9:32 AM	Disturbance in a hallway /	1 minutes and 36 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	08/28/2024	9:45 AM	08/28/2024 10:08 AM	Other / None	2 minutes and 3 seconds

**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	10/10/2024	2:15 PM	10/11/2024 2:40 PM It was a busy day and it was overlooked.	Hazard Response for Intruder /	1 minutes and 24 seconds

Before Dec. 1	11/14/2024	9:00 AM	11/14/2024 2:40 PM The time change was because our first drill was not successful due to students on the playground that did not make it into the building and a locked classroom within the allotted time.	Hazard Response for active shooter /	1 minutes and 20 seconds
After Jan. 1	01/15/2025	10:30 AM	01/16/2025 2:50 PM We needed to do one during a busy time and wanted to do it at dismissal but had not notified parents so we delayed it one day to give us the opportunity to do so.	15 minutes or less prior to dismissal with parent/guardian notification /	2 minutes and 4 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)
			09/25/2024			

Before Dec. 15	09/25/2024	9:15 AM	2:35 PM We did the drill at the scheduled time but did not meet the time requirements.	603	Sunny and cool	1 minutes and 56 seconds
March	03/11/2025	1:30 PM	03/10/2025 1:30 PM	548	58 degrees and sunny	2 minutes and 55 seconds

**Reunification**

One per school year (Before December 31)

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Deadline	Date	Actual Date & Time *(optional) only enter if original drill date was missed	Conditions Simulated	Brief Summary
Before Dec. 31	10/02/2024	11/06/2024 4:40 PM Missed original date of 10/02/24 and submitted 11/06/24 as alternate date	Partial School /	Reunification went great. We started with the Scavenger Hunt Safety Kit to warm up staff and then walked through the reunification roles, plan and action steps. November ended up being a sweet spot in timing for this, as we had a good amount of new staff and this really helped everyone to be on the same page!!

Person Responsible

SCOTT GREINER