

Emergency Drill Log - Michigan

Keystone Academy
47925 Bemis Rd
Belleville, MI
(734) 697-9470

School Name: Keystone Academy

School Year: 2024-2025

First Day of School: 08/26/2024

Last Day of School: 06/06/2025

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	09/11/2024	8:45 AM	09/11/2024 8:56 AM Handling a behavior issue at that moment	Announcement made /	65	780	None /	New staff were a little slow	Clear	3 minutes and 16 seconds
Before Dec. 1	10/17/2024	2:00 PM	10/17/2024 2:05 PM	Alarm pulled /	65	780	Secondary means of egress (e.g. blocked exit in a wing) /	The change of exit caused some talking in the hallway	Sunny	2 minutes and 45 seconds
Before Dec 1	11/04/2024	11:35 PM	11/05/2024 11:38 AM Meeting long and alarm company wasn't informed prior to the planned time	Alarm pulled /	65	780	Lunchtime Drill /	Middle School studnets were in the lunchroom and have the farthest walk	Windy but mild	2 minutes and 49 seconds

After Jan. 1	03/13/2025	10:10 AM	03/14/2025 1:15 PM 8th grade taking Mock M-Step	Alarm pulled /	65	780	None /		Warm and sunny	2 minutes and 47 seconds
After Jan. 1	05/02/2025	2:35 PM	05/05/2025 2:45 PM Y5/Kindergarten returning from a field trip at scheduled time	Alarm pulled /	65	750	Other / Cars in parking lot for dismissal		Warm and sunny	2 minutes and 9 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.	11/07/2024	11:00 AM	11/11/2024 11:30 AM Many subs in the building	Illness in a classroom /	1 minutes and 40 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)
----------	------	------	--	------------------------------	-----------------------------------

				Simulated	seconds)
Before Dec 1.	11/19/2024	2:15 PM	11/19/2024 2:40 PM Behavior	Disturbance in a hallway /	2 minutes and 15 seconds
After Jan. 1	01/16/2025	11:00 AM	01/17/2025 11:00 AM 30 hour PD, 5 subs in the building and 2 deans subbing	Other / Teacher called the drill over the phone and walkie	2 minutes and 43 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	09/30/2024	11:40 AM	10/25/2024 1:15 PM Recess aide was absent	Suspicious activity in parking lot /	2 minutes and 1 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	09/24/2024	12:50 PM	09/26/2024 10:40 AM Level 5 behavior investigations on 9/24/24	Hazard Response for Intruder /	1 minutes and 55 seconds

Before Dec. 1	11/19/2024	2:20 PM	11/19/2024 2:45 PM Hold to lockdown	Hazard Response for active shooter /	1 minutes and 41 seconds
After Jan. 1	02/05/2025	8:30 AM	02/05/2025 8:35 AM Safety Support Specialist was subbing in a classroom. Our timing was off as an administrator needed to clear two hallways.	Hazard Response for Intruder /	2 minutes and 43 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)
			10/25/2024			

Before Dec. 15	10/23/2024	10:00 AM	10:04 AM Too many visitors in the building	780	Rainy and cool	3 minutes and 14 seconds
March	03/20/2025	1:00 PM	03/21/2025 Practice PSAT was being conducted on scheduled day750	750	Fair	2 minutes and 58 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	12/11/2024	12/11/2024 1:30 PM	Staff walkthrough /	Hour presentation with all staff then transported to BHS where we completed a walk through of the stations

Person Responsible

JORVONNA DRAIN

