

Emergency Drill Log - Michigan

Oakside Prep Academy
355 Summit Dr
Waterford, MI
(248) 706-2000

| | |
|----------------------|----------------------|
| School Name: | Oakside Prep Academy |
| School Year: | 2024-2025 |
| First Day of School: | 08/26/2024 |
| 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 | 09/04/2024 | 10:00 PM | 09/04/2024 10:00 AM | Alarm pulled / | 155 | 1330 | None / | None | Sunny | 1 minutes and 31 seconds |
| Before Dec. 1 | 10/23/2024 | 1:00 PM | 10/23/2024 9:00 AM | Alarm pulled / | 154 | 1222 | None / | | Sunny Warm | 2 minutes and 20 seconds |
| Before Dec 1 | 11/25/2024 | 11:00 AM | 11/25/2024 11:00 AM | Alarm pulled / | 150 | 945 | Lunchtime Drill / | | Cloudy & cold | 2 minutes and 43 seconds |
| After Jan. 1 | 03/21/2025 | 9:30 AM | 03/19/2025 9:30 AM In school Field Trip was scheduled for 3/21 containing animals | Alarm pulled / | 150 | 940 | Secondary means of egress (e.g. blocked exit in a | | Sunny | 2 minutes and 43 seconds |

| | | | | | | | | | |
|--------------|------------|---------|------------------------|------------------------|-----|------|-------------------|-------|----------------------------------|
| | | | | | | | wing) / | | |
| After Jan. 1 | 04/01/2025 | 1:27 PM | 04/01/2025 12:07 PM | Announcement made / | 148 | 1184 | Recess Drill / | Sunny | 3 minutes and 5 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. | 10/22/2024 | 2:30 PM | 10/22/2024 2:30 PM | Disturbance in a classroom / | 2 minutes |

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. | 09/03/2024 | 2:00 PM | 09/03/2024 2:00 PM | Illness in a hallway / | 3 minutes and 49 seconds |
| After Jan. 1 | 01/22/2025 | 8:30 AM | 01/24/2025 8:30 AM Snow days on Wed. 1/22, building issues on Thursday 1/23 | Disturbance in a hallway / | 2 minutes and 20 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 | 10/23/2024 | 1:10 PM | 10/23/2024 1:10 PM | Suspicious activity in parking lot / | 1 minutes and 48 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 | 09/05/2024 | 2:00 PM | 09/05/2024 2:07 PM 2:00 PM was during High School Transitions. For the 1st drill we want students in the room already. | Hazard Response for Intruder / | 1 minutes and 10 seconds |
| Before Dec. 1 | 10/24/2024 | 9:00 AM | 10/24/2024 9:05 AM High and Middle school students were transitioning | Hazard Response for active shooter / | 1 minutes and 29 seconds |
| After Jan. 1 | 01/29/2025 | 2:50 PM | 01/29/2025 2:50 PM | 15 minutes or less prior to dismissal with parent/guardian notification / | 1 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 | # Evacuated to shelter locations | Weather Conditions | Time to Complete (mins & seconds) |
|----------------|------------|---------|--|--|---------------------------------------|--|
| Before Dec. 15 | 09/06/2024 | 2:00 PM | 09/06/2024 2:00 PM | 1273 | Sunny, practiced for Tornado | 2 minutes and 56 seconds |
| | | | 03/17/2025 | | | 4 |

| | | | | | | |
|-------|------------|----------|------------------------|-----|-------|------------------------------|
| March | 03/17/2025 | 10:30 AM | 03/17/2025 10:30 AM | 943 | Sunny | minutes and 23 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 |
|----------|------|--|------------------------------------|-------------------------|
| | | | | Presented the Powere |

| | | | | |
|----------------|------------|--|------------------------------------|--|
| Before Dec. 31 | 10/25/2024 | <p>11/13/2024</p> <p>3:30 PM</p> <p>Staff needed more time for Parent/Teacher Conferences,</p> | <p>Staff walkthrough /</p> | <p>Point to staff at an after school meeting. Showed a video walk-through as well and offered a physical walk to the location and viewing of the location in person. We will hold a full school Reunification drill with 1st responders in the spring.</p> |
|----------------|------------|--|------------------------------------|--|

Person Responsible

AMY TANSEL