

# 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: 2025-2026

First Day of School: 08/18/2025

Last Day of School: 06/05/2026

## 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	08/28/2025	11:00 AM	08/28/2025 11:00 AM	Announcement made /	32	275	Called by classroom teacher /	N/A	Good	6 minutes
Before Dec. 1	09/23/2025	12:00 PM	09/23/2025 1:14 PM	Announcement made /	32	275	None /	NA	Good	6 minutes and 44

										seconds
Before Dec 1	10/23/2025	1:30 PM	01/13/2026 9:05 AM	Announcement made /	31	265	None /	N/A	Fair	7 minutes and 3 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.	08/25/2025	11:55 AM	08/28/2025 11:55 AM	Disturbance in a classroom /	4 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.	08/20/2025	1:45 PM	08/20/2025 1:45 AM	Disturbance in a hallway /	12 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	08/28/2025	11:15 AM	08/28/2025 11:15 AM	Other / disturbance in area	4 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)

Before Dec. 1	09/04/2025	11:15 AM	09/19/2025 2:45 PM Staffing	Hazard Response for Intruder /	14 minutes and 46 seconds
Before Dec. 1	11/17/2025	2:00 PM	09/19/2025 2:50 PM police looking for armed suspect in neighborhood	Other / ongoing police presence	30 minutes and 10 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	10/08/2025	11:00 AM	12/11/2025 10:00 AM unable to complete due to staffing challenges	0	27 degrees	10 minutes and 38 seconds

#### Reunification

One per school year (Before December 31)

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	09/03/2025	08/27/2025 9:20 AM location needed to change to this date	Partial School /	beginning of year walk through

Person Responsible

KAYLEN HOOK