

Emergency Drill Log - Michigan

Timberland Charter Academy
2574 McLaughlin Ave
Muskegon, MI
(231) 767-9700

School Name:	Timberland Charter Academv
School Year:	2025-2026
First Day of School:	08/25/2025
Last Day of School:	06/10/2026

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	09/10/2025	10:00 AM	09/10/2025	Other / Planned fire drill	75	75	None /			3 minutes
Before Dec. 1	10/21/2025	12:30 PM	10/21/2025 12:30 PM	Other / Planned fire drill	75	694	None /			2 minutes
Before Dec 1	11/21/2025	9:30 AM	11/21/2025 9:30 AM	Other / Planned Drill	75	689	None /			2 minutes
After Jan. 1	01/29/2026	1:00 PM	02/10/2026 1:00 PM Inclement Weather	Other / Make-up fire drill			None /			3 minutes
After Jan. 1	03/23/2026	10:30 AM	03/23/2026 10:30 PM	Other / Planned			None /			2 minutes and 47

Before Dec 1.	10/30/2025	2:00 PM	10/30/2025	Other /	6 minutes
After Jan. 1	02/12/2026	9:45 AM	9:45 AM	Other /	2 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	12/10/2025	12:30 PM	12/11/2025 12:55 PM Snow day	Other / Drill	3 minutes

Lockdown

One per school year (Before December 1, one after January 1)

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	10/02/2025	10:15 AM	10/02/2025 10:15 AM	Other / drill	2 minutes
Before Dec. 1	11/25/2025	1:00 PM	11/25/2025 1:00 PM	Other / Planned Drill	3 minutes
After Jan. 1	01/15/2026	9:30 AM	01/15/2026 9:30 AM	Other / Planned drill	2 minutes and 30 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	12/02/2025	9:45 AM	12/09/2025 9:45 AM Snow day	588	Snow and ice	10 minutes

March	03/12/2026	12:15 AM	03/12/2026 1:30 PM Waited for lunch to be finished	584		5 minutes
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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
				alerted non

Before Dec. 31	11/04/2025	12/16/2025 1:00 PM	All School /	emergency # informed we were doing the drill. Weather conditions sunny w/ snow on the ground.
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Person Responsible

BERRETTA HERARD