

Emergency Drill Log - Michigan

Timberland Charter Academy

2574 McLaughlin Ave

Muskegon, MI

(231) 767-9700

School Name: Timberland Charter Academy

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

				fire drilled						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.	09/29/2025	10:00 AM	09/29/2025 10:00 AM	Other / drill	3 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.	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

Three per school year (One 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	# Evacuted 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