

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
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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

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)
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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	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

Shelter (Tornado)

Two per school year (one before December 15, and one in March)

					Time to
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Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	# Evacuated to shelter locations	Weather Conditions	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

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
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Person Responsible

BERRETTA HERARD