

Emergency Drill Log - Michigan

Westfield Preparatory High School

23750 Elmira

Redford, MI

(313) 778-7990

School Name: Westfield Preparatory High School

School Year: 2024-2025

First Day of School: 09/03/2024

Last Day of School: 06/13/2025

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	09/17/2024	10:30 AM	09/17/2024 10:30 AM N/A	Alarm pulled /	87	721	None /	None	Sunny & dry	3 minutes and 55 seconds
Before Dec. 1	10/07/2024	12:55 PM	10/07/2024 12:55 PM	Alarm pulled /	73	775	Lunchtime Drill /	N/A	Dry, sunny	3 minutes and 29 seconds
Before Dec 1	11/21/2024	2:35 PM	11/21/2024 2:35 PM	Alarm pulled /	77	696	None /	N/A	Cold, wet	3 minutes and 14 seconds
After Jan. 1	02/19/2025	9:00 AM	02/26/2025 9:00 AM Snow day	Alarm pulled /	73	476	None /	None	Cool, dry	4 minutes and 1 seconds

After Jan. 1	04/02/2025	11:00 AM	04/02/2025 11:02 AM	Alarm pulled /	72	605	None /	None	Dry, sunny	3 minutes and 47 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.	09/25/2024	12:40 PM	09/25/2024 12:40 PM	Illness in a classroom /	34 seconds

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.	09/25/2024	1:55 PM	09/25/2024 1:55 PM	Disturbance in a hallway /	3 minutes and 17 seconds
After Jan. 1	03/12/2025	9:20 AM	03/13/2025 9:20 AM Safety Specialist out of office on 3/12	Illness in a hallway /	2 minutes and 52 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	11/21/2024	2:40 PM	11/21/2024 2:40 PM	Suspicious activity in parking lot /	3 minutes and 41 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	10/02/2024	1:35 PM	10/04/2024 1:35 PM Other unexpected school events occurred on 10/2.	Hazard Response for Intruder /	1 minutes and 55 seconds
Before Dec. 1	11/11/2024	9:05 AM	11/11/2024	Hazard Response for active shooter /	2 minutes and 11 seconds
After Jan. 1	02/06/2025	10:30 AM	02/14/2025 11:10 AM Snow day on original date	Hazard Response for Intruder /	4 minutes and 5 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	11/07/2024	2:35 PM	11/07/2024 2:35 PM	782	Cloudy	5 minutes and 18 seconds
			03/17/2025			4

March	03/17/2025	9:30 AM	03/17/2025 9:30 AM	497	Cold & sunny	minutes and 23 seconds
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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
Before Dec. 31	09/05/2024	09/05/2024 3:30 PM N/A	Staff walkthrough /	Walked through reunification location at staff meeting

Person Responsible

KURTIS DOLLISON