

Emergency Drill Log - Michigan

Keystone Academy
47925 Bemis Rd
Belleville, MI
(734) 697-9470

School Name: Keystone Academv

School Year: 2025-2026

First Day of School: 08/25/2025

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	09/11/2025	8:50 AM	09/12/2025 9:30 AM NWEA testing on scheduled day	Announcement made /	65	800	None /	First drill, 3rd grade adjustments need to be made	Perfect	3 minutes and 9 seconds
Before Dec. 1	10/10/2025	2:00 PM	10/10/2025 2:05 PM	Alarm pulled /	65	800	Secondary means of egress (e.g. blocked exit in a wing) /	3 subs in the building	Mild, sunny fall day	2 minutes and 25 seconds
Before Dec 1	11/03/2025	11:35 PM	11/04/2025 11:37 AM	Announcement made /	65	800	Lunchtime Drill /	None	Fair and sunny	2 minutes and 39 seconds
			03/04/2026				Secondary means of	Book Fair		2

After Jan. 1	03/04/2026	10:10 AM	03/04/2026 10:10 AM	Announcement made /	65	800	egress (e.g. blocked exit in a wing) /	mapping causing 6th grade to adjust exit	Chilly and foggy	minutes and 4 seconds
After Jan. 1	05/15/2026	2:35 PM	05/19/2026 2:45 PM Storm approaching minutes before	Alarm pulled /	65	800	Other / Cars in the parking lot prior to dismissal	Science Fair just ended, parent meeting	Sunny and windy	1 minutes and 59 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.	10/15/2025	11:00 AM	10/24/2025 12:35 PM Wanted to complete during Safe Schools Week	Illness in a classroom /	1 minutes and 15 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)
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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.	11/20/2025	2:15 PM	11/20/2025 2:15 PM	Disturbance in a hallway /	1 minutes and 41 seconds
After Jan. 1	01/12/2026	11:00 AM	01/20/2026 3:05 PM Schedule conflict and no internet or phones	Illness in a hallway /	1 minutes and 45 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	09/23/2025	1:10 PM	09/29/2025 It was indoor recess on scheduled day due to rain.	Suspicious activity in parking lot /	2 minutes and 45 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	10/01/2025	10:35 AM	10/01/2025 10:40 AM	Other / 1st grade students at recess	1 minutes and 24 seconds
Before Dec. 1	11/20/2025	2:20 PM	11/20/2025 2:20 PM	Hazard Response for Intruder /	1 minutes
After Jan. 1	02/09/2026	8:30 AM	02/09/2026 8:30 AM	Other / 15 minutes after morning assembly	1 minutes and 26 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	09/16/2025	1:50 PM	09/16/2025 2:10 PM	800	WArm and sunny	2 minutes and 23 seconds
			03/18/2026			2

March	03/19/2026	1:00 PM	1:07 PM		785	Cold and cloudy	minutes and 14 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	12/10/2025	02/13/2026 12:15 PM Snow day on 12/10/25, we schedule these on a half day so that we can walk through our reunification location without disturbing their scheduled day	Staff walkthrough /	One hour presentation followed by walk through at reunification location with staff

Person Responsible

JORVONNA DRAIN