

Emergency Drill Log - Michigan

Westfield Charter Academy
27201 W Chicago
Redford, MI
(313) 625-3030

School Name:	Westfield Charter Academy
School Year:	2025-2026
First Day of School:	09/02/2025
Last Day of School:	06/12/2026

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	09/19/2025	2:15 PM	09/19/2025 2:15 PM	Alarm pulled /	79	659	None /		Sunny	4 minutes and 14 seconds
Before Dec. 1	10/14/2025	11:00 AM	10/14/2025 12:40 PM Lunchtime Drill	Alarm pulled /	79		Lunchtime Drill /		Sunny	3 minutes and 49 seconds
Before Dec 1	10/24/2025	1:40 PM	10/24/2025 1:41 PM	Alarm pulled /	79		None /			1 minutes and 57 seconds
After Jan. 1	03/03/2026	10:45 AM	03/03/2026 1:00 PM Adjusted for lunch schedule	Announcement made /	79		None /			2 minutes and 38 seconds

After Jan. 1	03/26/2026	2:15 PM	04/13/2026 10:00 AM Adjusted due to school visitors to 4/6. Then re-scheduled due to weather.	Alarm pulled /	79		Other / AM drill	Overcast	3 minutes and 33 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.	09/05/2025	9:30 AM		Disturbance in a classroom /	1 minutes and 49 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.	09/05/2025	9:30 AM		Disturbance in a hallway /	1 minutes and 40 seconds
After Jan. 1	01/23/2026	1:40 PM	02/10/2026 1:40 PM Snow Day on scheduled date	Disturbance in a hallway /	1 minutes and 32 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	09/19/2025	2:15 PM	09/19/2025 2:20 PM	Police activity within school vicinity /	3 minutes and 48 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	09/30/2025	12:55 PM		Hazard Response for Intruder /	3 minutes and 14 seconds
Before Dec. 1	11/12/2025	10:00 AM	11/18/2025 9:15 AM Adjusted due to re-authorization with GVSU	Hazard Response for active shooter /	1 minutes and 50 seconds
After Jan. 1	02/20/2026	10:00 AM		Other /	2 minutes and 6 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	11/25/2025	8:45 AM			Rain	2 minutes and 34 seconds
			03/12/2026			

March	03/05/2026	10:10 AM	10:00 AM Adjusted for C&I Visit		Sunny	4 minutes and 48 seconds
-------	------------	----------	------------------------------------	--	-------	--------------------------

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	08/22/2025	08/22/2025 10:00 AM	All School /	Staff was trained about our process for reunification with parents and our reunification site.

Person Responsible

IRA KLEIMAN