

## 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<br>*(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<br>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<br>12:40 PM<br>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<br>1:41 PM                                                          | Alarm pulled /      | 79              |                          | None /                       |                      |                    | 1 minutes and 57 seconds          |
| After Jan. 1  | 03/03/2026 | 10:45 AM | 03/03/2026<br>1:00 PM<br>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<br>10:00 AM<br>Adjusted due to school visitors to 4/6. Then re-scheduled due to weather. | Alarm pulled / | 79 |  | Other /<br>AM drill |  | Overcast | 3 minutes and 33 seconds |
|--------------|------------|---------|-----------------------------------------------------------------------------------------------------|----------------|----|--|---------------------|--|----------|--------------------------|

#### Room Clear

One per school year. (Before December 1)

| Deadline      | Date       | Time    | Actual Date & Time<br>*(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<br>*(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<br>in a hallway<br>/ | 1<br>minutes<br>and 40<br>seconds |
| After Jan. 1  | 01/23/2026 | 1:40 PM | 02/10/2026<br>1:40 PM<br>Snow Day on scheduled date | Disturbance<br>in a hallway<br>/ | 1<br>minutes<br>and 32<br>seconds |

#### Secure (Reverse Evacuation and Preventive Lockdown)

One per school year (Before January 1)

| Deadline      | Date       | Time    | Actual Date & Time<br>*(optional) only enter if original drill date was missed | Special<br>Conditions<br>Simulated                   | Time to<br>Complete<br>(mins &<br>seconds) |
|---------------|------------|---------|--------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------|
| Before Jan. 1 | 09/19/2025 | 2:15 PM | 09/19/2025<br>2:20 PM                                                          | Police<br>activity<br>within<br>school<br>vacinity / | 3<br>minutes<br>and 48<br>seconds          |

#### Lockdown

One per school year (Before January 1)

Three per school year (two before December 1, one after January 1)

| Deadline      | Date       | Time     | Actual Date & Time<br>*(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<br>9:15 AM<br>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<br>*(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                                                                     |                                  |                    | 2                                 |

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

Reunification

One per school year (Before December 31)

| Deadline       | Date       | Actual Date & Time<br>*(optional) only enter if original drill date was missed | Special<br>Conditions<br>Simulated | Brief<br>Summary                                                                               |
|----------------|------------|--------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|
| Before Dec. 31 | 08/22/2025 | 08/22/2025<br>10:00 AM                                                         | All School<br>/                    | Staff was trained about our process for reunification with parents and our reunification site. |

Person Responsible

IRA KLEIMAN