



Emergency Drill Log - Michigan

Burton Glen Charter Academy
4171 E Atherton Rd
Burton, MI
(810) 744-2300

School Name: Burton Glen Charter Academy

School Year: 2025-2026

First Day of School: 08/25/2025

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	09/10/2025	9:30 AM		Alarm pulled /	81	682	None /	none	Clear/65	1 minutes and 49 seconds
Before Dec. 1	09/25/2025	2:00 PM		Alarm pulled /	82	676	Other / During	None	Clear/70	2 minutes

					80	690	Transition			and 13 seconds
Before Dec 1	10/07/2025	11:40 AM		Announcement made /	80	690	Lunchtime Drill /	None	Cloudy/ Cooler	2 minutes and 5 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.	09/16/2025	9:30 AM		Illness in a classroom /	22 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.	11/12/2025	9:00 AM		Disturbance in a hallway /	42 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	09/25/2025	2:05 PM		Suspicious activity in parking lot /	2 minutes and 26 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	09/17/2025	2:15 PM		Hazard Response for Intruder /	1 minutes and 35 seconds
Before Dec. 1	10/14/2025	10:00 AM		Hazard Response for Intruder /	1 minutes and 20 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	# Evacuted to shelter locations	Weather Conditions	Time to Complete (mins & seconds)
Before Dec. 15	11/05/2025	9:15 AM		683	cloudy/43 degrees	2 minutes and 12 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	08/18/2025		Staff walkthrough /	We walked staff through locations, positions, and scenarios.

Person Responsible

AARON WILLIAMS