

Emergency Drill Log - Michigan

Knapp Charter Academy
1759 Leffingwell Ave NE
Grand Rapids, MI
(616) 364-1100

School Name: Knapp Charter Academy

School Year: 2025-2026

First Day of School: 08/18/2025

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	09/29/2025	9:30 AM		Alarm pulled /			None /			2 minutes and 47 seconds
Before Dec. 1	10/17/2025	12:50 PM	with GR TWP Fire	Alarm pulled /			Other / GR TWP Fire closed exit routes so alternate routes used. MS went out a window :)			3 minutes and 31 seconds
Before Dec 1	11/07/2025	8:45 AM		Alarm pulled /			None /			2 minutes and 23 seconds
							Other / GR			1

After Jan. 1	02/13/2026	8:45 AM		Alarm pulled /			I W/ on site to review evac procedures.			minutes and 15 seconds
After Jan. 1	03/10/2026	12:30 PM	03/18/2026 12:55 PM Going to coincide with statewide Tornado Drill at 1:00pm	Alarm pulled /			Recess Drill /			2 minutes and 48 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.	09/17/2025	10:00 AM	09/17/2025 10:00 AM no change but we did utilize the 17th and 18th	Other / we did multiple issues - both illness and disturbance. we actually had kids play "parts" in some of the drills - it was great!	30 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.	10/07/2025	9:40 AM		Disturbance in a hallway /	30 seconds
After Jan. 1	01/12/2026	10:30 AM	02/02/2026 10:31 AM snow days and testing made our calendar change a little	Disturbance in a hallway /	30 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	09/29/2025	9:35 AM		Suspicious activity in parking lot /	1 minutes and 53 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	09/29/2025	9:45 AM		Hazard Response for Intruder /	1 minutes and 57 seconds
Before Dec. 1	10/28/2025	10:40 AM	Rooms were secured within 30 seconds. Deans checked each door within 1 minute and 32 seconds.	Hazard Response for Intruder /	30 seconds
After Jan. 1	01/30/2026	1:15 PM		Hazard Response for Intruder /	1 minutes and 45 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	09/29/2025	9:40 AM				2 minutes and 45 seconds
			03/18/2026			

March	03/10/2026	12:40 PM	1:00 PM going to coincide with statewide tornado drill at 1:00pm - will piggy back this drill off final fire drill which was also moved to this date.			3 minutes and 30 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	08/13/2025	08/13/2025 2:00 PM no change - drill was done at scheduled time. all staff walked to relocation and went through procedures once on site.	Staff walkthrough /	staff walked to relocation and went through procedures once on site.

Person Responsible

JULIE ZIRILLE