

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 |

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 |

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 |

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 |

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