



Emergency Drill Log - Michigan

Windemere Park Charter Academy
3100 W Saginaw St
Lansing, MI
(517) 327-0700

School Name: Windemere Park Charter Academy

School Year: 2025-2026

First Day of School: 08/18/2025

Last Day of School: 06/11/2026

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	09/09/2025	10:00 AM		Alarm pulled /	70	597	None /	No	low 70's and sunny	1 minutes and 57 seconds
Before Dec. 1	10/21/2025	1:05 PM	10/06/2025 11:48 AM Alarm went off due to dust on the detector.	Other / Set off by a smoke detector	68	542	Lunchtime Drill /	None	Sunny and 78	2 minutes and 9 seconds
Before Dec 1	11/05/2025	9:30 AM		Alarm pulled /	63	482	Other / Student pulled from class.	None	54 and windy	2 minutes and 3 seconds
After Jan. 1	03/19/2026	2:00 PM		Alarm pulled /	69	566	Other / Within 1/2 hour of dismissal.		48 and sunny	1 minutes and 28 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.	09/04/2025	10:30 AM		Illness in a classroom /	45 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.	10/29/2025	1:45 PM		Disturbance in a hallway /	1 minutes and 49 seconds
After Jan. 1	02/10/2026	8:45 AM		Illness in a hallway /	1 minutes and 19 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	09/18/2025	9:45 AM	09/25/2025 2:25 PM Scheduling Error	Animal on playground /	1 minutes and 10 seconds

Lockdown

One per school year (Before December 1, one after January 1)

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	10/09/2025	2:15 PM		Other / Hazard Response for Exterior Threat	1 minutes and 56 seconds
Before Dec. 1	11/13/2025	9:00 AM		Hazard Response for Intruder /	1 minutes and 48 seconds
After Jan. 1	01/14/2026	10:30 AM	2:55 PM Needed to do it within 15 minutes of dismissal.	15 minutes or less prior to dismissal with parent/guardian notification /	1 minutes and 33 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	09/24/2025	2:35 PM	09/26/2025 2:25 PM Scheduling error	567	Sunny and warm	2 minutes and 37 seconds

March	03/11/2026	1:30 PM		568	Cool and overcast	2 minutes and 49 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	10/01/2025	10/01/2025 4:30 PM	Staff walkthrough /	Staff did an amazing job! We walked through all responsibilities and positions, locations and reunification equipment.

Person Responsible

SCOTT GREINER