



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 |

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|--------------|------------|---------|--|----------------|----|-----|--------|--|--|--------------------------|
| After Jan. 1 | 04/09/2026 | 8:45 AM | | Alarm pulled / | 71 | 574 | None / | | | 1 minutes and 55 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) |
|----------|------|------|--|------------------------------|-----------------------------------|
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|---------------|------------|---------|--|-----------------------------------|--------------------------|
| 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