

Emergency Drill Log - Michigan

Wellspring Preparatory High School
 1031 Page Street NE
 Grand Rapids, MI
 (616) 235-9500

School Name: Wellspring Preparatory High School
 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	08/28/2025	1:00 PM	09/04/2025 1:00 PM Scheduling conflict. Changed 1 week prior.	Alarm pulled /	23	195	None /	None	53 degrees and sunny	10 minutes
Before Dec. 1	09/23/2025	8:45 AM		Alarm pulled /	25	181	None /	None	81	7

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Before Dec 1	11/04/2025	10:00 AM		Other / Alarm Pulled and Announcement Made	24	145	None /	0	56 and Sunny	6 minutes

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.	11/25/2025	12:50 PM	11/04/2025 3:07 PM Real Room Clear Occurred	Other / Afterschool During Tutoring	25 minutes

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.	09/11/2025	2:15 PM	09/04/2025 9:20 AM	Disturbance in a hallway /	30 minutes

			Real situation occurred in which a hold had to take place in which there was a disturbance in the hallway.		
After Jan. 1	03/06/2026	7:55 AM	03/05/2026 12:40 PM Real event occurred.	Other / Disturbance in Classroom	8 minutes

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	09/22/2025	8:30 AM	09/29/2025 8:30 AM Several Key Staff out of the building for the originally planned date.	Other / Shared with staff that an event occurred in the nearby community.	10 minutes

Lockdown

Three per school year (two before December 1, one after January 1)

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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	09/12/2025	2:00 PM		Other /	10 minutes
Before Dec. 1	10/20/2025	1:30 PM	10/20/2025 1:00 PM Adjusted due to school schedule.	Other / No special conditioned simulated	5 minutes
After Jan. 1	02/26/2026	9:30 AM	02/26/2026 9:30 AM No change occurred.	Other /	5 minutes

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	10/09/2025	1:30 PM		161	61 degrees	9 minutes
March	03/20/2026	10:00 AM	03/30/2026 10:00 AM Safety Specialist out of the building for the originally scheduled date.	149	70 degrees and sunny	9 minutes

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	10/29/2025	08/14/2025 2:00 PM Best opportunity to provide training.	Staff walkthrough /	All Staff walkthrough of the the reunification process including transition to off site reunification area, roles and duties, and location space.

Person Responsible

EMILY KOHN