

## Emergency Drill Log - Michigan

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

School Name: Knapp Charter Academy

School Year: 2024-2025

First Day of School: 08/20/2024

Last Day of School: 06/06/2025

**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	08/27/2024	9:00 AM	08/26/2024 1:45 PM Working around NWEA testing	Alarm pulled /	65	387	Recess Drill /	NONE	Sunny and HOT	2 minutes and 57 seconds
Before Dec. 1	09/18/2024	1:00 PM	09/18/2024 1:00 PM didn't save	Alarm pulled /	65	370	Recess Drill /	none	clear	3 minutes and 22 seconds
Before Dec 1	10/17/2024	9:30 AM	10/17/2024 9:30 AM didn't save	Alarm pulled /	60	380	Recess Drill /	speakers outside aren't being heard	sunny	3 minutes and 58 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.	09/10/2024	9:00 AM	09/10/2024 10:05 AM busy morning - we also did one in the afternoon in another hall	Disturbance in a classroom /	15 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.	09/12/2024	11:00 AM	09/12/2024 11:00 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)
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Before Jan. 1	08/27/2024	9:00 AM	10/17/2024 9:30 AM forgot to do with prior drill	Suspicious activity in parking lot /	1 minutes and 20 seconds
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### 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	10/23/2024	9:30 AM	10/23/2024 9:40 AM  Principal had to finish a conference call. We had classes outside for recess and I had to yell the lockdown because Speakers did not broadcast again. Checking on that. They were trying to line up orderly to move and I had to explain procedures for this would be to work together and head to the CAT (for a drill they just go to area by dumpster) and GO - spacing out staff on playground with students. One teacher was in the bathroom so her class needed to be covered. Some students refused to leave playground so that added to our time. Principal announced drill was complete and teachers began to open doors without admin opening it which I also covered that announcements are to be ignored in a lockdown - door stays locked and shut until admin/fire/police open it.	Hazard Response for Intruder /	3 minutes and 48 seconds

Before Dec. 1	11/19/2024	1:00 PM	11/20/2024 10:45 AM Bad day yesterday and I was out in the afternoon. It got missed. :( Emailed questions to my NHA contact - blinds for office, when will office door be completed, etc.	Hazard Response for Intruder /	1 minutes and 44 seconds
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**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	11/12/2024	9:30 AM	11/14/2024 1:30 PM we hosted the west michigan principals mtg on Tuesday.	395	n/a	3 minutes and 32 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	08/12/2024	07/12/2024 10:30 AM we did go over procedures during our back to school PD but had to get contract resigned with the CAT and an updated key. We plan to try and do a mock reunification drill during the school year.	Staff walkthrough /	see notes

**Person Responsible**

JONAI MADDRICK