

Emergency Drill Log - Michigan

Vanguard Charter Academy
1620 52nd St SW
Wyoming, MI
(616) 538-3630

School Name: Vanguard Charter Academy

School Year: 2025-2026

First Day of School: 08/18/2025

Last Day of School: 06/04/2026

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 | 08/26/2025 | 10:30 AM | 08/26/2025 10:30 AM | Announcement made / | 72 | 810 | None / | None | Sunny | 3 minutes and 25 seconds |
| Before Dec. 1 | 09/24/2025 | 1:20 PM | 09/24/2025 1:20 PM | Announcement made / | 72 | 812 | None / | None | Cloudy | 3 minutes and 34 seconds |
| Before Dec 1 | 10/29/2025 | 1:50 PM | 10/29/2025 1:50 PM | Announcement made / | 72 | 805 | Recess Drill / | None | Sunny | 3 minutes and 38 seconds |
| After Jan. 1 | 03/17/2026 | 1:20 PM | 03/24/2026 1:22 PM interim testing | Announcement made / | 70 | 807 | None / | None | Cloudy | 3 minutes and 35 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. | 11/18/2025 | 8:15 AM | 11/18/2025 9:15 AM 5th grade classroom timed | Illness in a classroom / | 1 minutes and 48 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) |
|----------|------|------|--|------------------------------|-----------------------------------|
|----------|------|------|--|------------------------------|-----------------------------------|

| 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. | 10/15/2025 | 10:30 AM | 10/15/2025 10:30 AM | Disturbance in a hallway / | 1 minutes and 38 seconds |
| After Jan. 1 | 01/27/2026 | 1:15 PM | 01/28/2026 1:15 PM Snow day on the 27th of January | Disturbance in a hallway / | 1 minutes and 35 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 | 11/05/2025 | 2:10 PM | 11/05/2025 2:07 PM Blew the whistle early to come in from recess | Animal on playground / | 1 minutes and 11 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 | 09/04/2025 | 9:00 AM | 09/04/2025 9:00 AM | Other / | 1 minutes and 16 seconds |
| Before Dec. 1 | 11/11/2025 | 10:50 AM | 11/11/2025 10:50 AM | Other / Door unlocked in room 24 | 1 minutes and 8 seconds |
| After Jan. 1 | 02/05/2026 | 8:30 AM | 02/05/2026 8:30 AM | Hazard Response for Intruder / | 1 minutes and 32 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 | 09/10/2025 | 8:45 AM | 09/10/2025 8:50 AM Middle school transitions and discussing expectations for the first shelter (tornado) drill | 810 | | 3 minutes and 33 seconds |

| | | | | | |
|-------|------------|----------|--|-----|--------------------------|
| March | 03/04/2026 | 10:15 AM | 03/04/2026 10:20 AM after middle school transition | 805 | 2 minutes and 55 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 | 08/12/2025 | 08/12/2025 11:00 AM | All School / | Discussed and showed route for reunification |

Person Responsible

HANNAH ANDERSON