



Emergency Drill Log - Michigan

Timberland Charter Academy
2574 McLaughlin Ave
Muskegon, MI
(231) 767-9700

School Name:	Timberland Charter Academv
School Year:	2024-2025
First Day of School:	08/26/2024
Last Day of School:	06/11/2025

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	09/04/2024	9:45 AM	09/04/2024 10:45 PM	Announcement made /	83	600	None /	none	Sunny	6 minutes
Before Dec. 1	10/24/2024	12:30 PM		Alarm pulled /			/		Sunny	4 minutes
Before Dec 1	11/12/2024	10:00 AM		Alarm pulled /	83	600	None /		Sunny	4 minutes and 16 seconds
After Jan. 1	02/20/2025	1:30 PM	02/26/2025 inclement weather	Alarm pulled /	82	560	Other / During small assembly	0	Rain	4 minutes
After Jan. 1	03/21/2025	1:45 PM	03/27/2025 1:45 AM Scheduling conflict	Alarm pulled /	80	560	/	0	sunny	2 minutes and 30

containing common

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.	09/24/2024	10:00 AM	09/24/2024 1:30 PM Delay in time	Disturbance in a classroom /	2 minutes and 30 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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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.	10/09/2024	12:45 PM	10/09/2024 10:30 AM Board meeting at 12:30	/	4 minutes
After Jan. 1	04/16/2025	1:30 PM		Disturbance in a hallway /	3 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	11/11/2024	9:45 AM		Suspicious activity in parking lot /	4 minutes

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	09/30/2024	2:45 PM	10/15/2024 Parent and Police incident at school. Had to reschedule to today	/	3 minutes
Before Dec. 1	10/30/2024	1:30 PM		15 minutes or less prior to dismissal with parent/guardian notification /	4 minutes and 30 seconds
After Jan. 1	03/04/2025	9:45 AM	03/04/2025	Other /	5 minutes and 30 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	09/26/2024	1:45 PM		600	sunny	6 minutes and 23 seconds
March	03/26/2025	9:45 AM	03/26/2025			6

WALTON	03/20/2023	9:43 AM		556	sunny	minutes
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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	09/27/2024		All School /	School Cleared in 5 minutes, alternative site's doors closed in 8

Person Responsible

BERRETTA HERARD