



# 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: 2024-2025

First Day of School: 08/19/2024

Last Day of School: 06/12/2025

**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	09/10/2024	10:00 AM	09/10/2024 1:20 PM We did the drill this morning but due to a door that would not open we did not complete the drill within the allotted time.	Alarm pulled /	73	587	None /	None	78 and sunny	2 minutes and 16 seconds
Before Dec. 1	10/22/2024	1:05 PM	10/22/2024 1:20 PM	Alarm pulled /	72	599	None /		74 and sunny	2 minutes and 1 seconds
Before Dec 1	11/06/2024	9:30 AM		Alarm pulled /	74	607	Other / Student was pulled from class to make sure attendance was being taken	None	60 degrees Damp and cool.	2 minutes and 12 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)
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**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.	09/16/2024	1:45 PM		Illness in a hallway /	1 minutes and 33 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	08/28/2024	9:45 AM	08/28/2024 10:08 AM	Other / None	2 minutes and 3 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	10/10/2024	2:15 PM	10/11/2024 2:40 PM It was a busy day and it was overlooked.	Hazard Response for Intruder /	1 minutes and 24 seconds
Before Dec. 1	11/14/2024	9:00 AM	11/14/2024 2:40 PM The time change was because our first drill was not successful due to students on the playground that did not make it into the building and a locked classroom within the allotted time.	Hazard Response for active shooter /	1 minutes and 20 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	09/25/2024	9:15 AM	09/25/2024 2:35 PM We did the drill at the scheduled time but did not meet the time requirements.	603	Sunny and cool	1 minutes and 56 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
				Reunification went great. We started with the Scavenger Hunt Safety Kit to warm

Before Dec. 31

10/02/2024

11/06/2024

4:40 PM

Missed original date of 10/02/24 and submitted 11/06/24 as alternate date

**Partial  
School /**

up staff and then walked through the reunification roles, plan and action steps. November ended up being a sweet spot in timing for this, as we had a good amount of new staff and this really helped everyone to be on the same page!!

**Person Responsible**

SCOTT GREINER