

Emergency Drill Log - Michigan

Keystone Academy
47925 Bemis Rd
Belleville, MI
(734) 697-9470

School Name: Keystone Academv

School Year: 2024-2025

First Day of School: 08/26/2024

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	09/11/2024	8:45 AM	09/11/2024 8:56 AM Handling a behavior issue at that moment	Announcement made /	65	780	None /	New staff were a little slow	Clear	3 minutes and 16 seconds
Before Dec. 1	10/17/2024	2:00 PM	10/17/2024 2:05 PM	Alarm pulled /	65	780	Secondary means of egress (e.g. blocked exit in a wing) /	The change of exit caused some talking in the hallway	Sunny	2 minutes and 45 seconds
Before Dec 1	11/04/2024	11:35 PM	11/05/2024 11:38 AM Meeting long and alarm company wasn't informed prior to the planned time	Alarm pulled /	65	780	Lunchtime Drill /	Middle School studnets were in the lunchroom and have the farthest walk	Windy but mild	2 minutes and 49 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.	11/07/2024	11:00 AM	11/11/2024 11:30 AM Many subs in the building	Illness in a classroom /	1 minutes and 40 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.	11/19/2024	2:15 PM	11/19/2024 2:40 PM Behavior		Disturbance in a hallway / 2 minutes and 15 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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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	09/24/2024	12:50 PM	09/26/2024 10:40 AM Level 5 behavior investigations on 9/24/24		Hazard Response for Intruder / 1 minutes and 55 seconds
Before Dec. 1	11/19/2024	2:20 PM	11/19/2024 2:45 PM Hold to lockdown		Hazard Response for active shooter / 1 minutes and 41 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	10/23/2024	10:00 AM	10/25/2024 10:04 AM Too many visitors in the building	780	Rainy and cool	3 minutes and 14 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
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Person Responsible

JORVONNA DRAIN

