



Emergency Drill Log - Michigan

Burton Glen Charter Academy

School Name: Burton Glen Charter Academy
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	09/12/2024	9:30 AM	01/01/2000	Alarm pulled /	92	722	None /	None	Warm and Clear	2 minutes and 32 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)
----------	------	------	--	------------------------------	-----------------------------------

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)
----------	------	------	--	------------------------------	-----------------------------------

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)
----------	------	------	--	------------------------------	-----------------------------------

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)
----------	------	------	--	------------------------------	-----------------------------------

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	Special Conditions Simulated	Time to Complete (mins & seconds)
----------	------	------	--	------------------------------	-----------------------------------

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)
----------	------	------	--	----------------------------------	--------------------	-----------------------------------

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
----------	------	--	------------------------------	---------------

Person Responsible

AARON WILLIAMS