

# Emergency Drill Log - Michigan

Cross Creek Charter Academy  
 7701 Kalamazoo Ave SE  
 Byron Center, MI  
 (616) 656-4000

School Name: Cross Creek Charter Academy  
 School Year: 2024-2025  
 First Day of School: 08/19/2024  
 Last Day of School: 06/04/2025

**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	10:00 AM	09/04/2024 10:00 AM	Announcement made /	78	779	None /	None	Clear	3 minutes
Before Dec. 1	10/16/2024	9:45 AM	10/16/2024 9:45 AM	Announcement made /	80	772	None /	None	Clear	3 minutes

Before Dec 1	11/08/2024	2:00 PM	11/08/2024 2:00 PM	Announcement made /	75	752	Other / transitioning between classes/recess	None	Clear	3 minutes
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### 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.	11/13/2024	8:45 AM	11/13/2024 8:45 AM	Other / Room clears in 2nd, 4th and 7th	37 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)
Before Dec 1.	10/21/2024	2:30 PM	10/21/2024 2:30 PM	Disturbance in a hallway /	1 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	11/08/2024	2:00 PM	11/08/2024 2:00 PM All students re-entered building from having a fire drill.	Other / re-entering from drill	2 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)
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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. 1	09/17/2024	2:00 PM	09/17/2024 2:00 PM			2 minutes
Before Dec. 1	10/28/2024	9:15 AM	10/28/2024 9:15 AM			2 minutes

**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	12/03/2024	10:00 AM	12/03/2024 10:00 AM	852	Clear	2 minutes

**Reunification**

One per school year (Before December 31)

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)

Deadline	Date	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Brief Summary
Before Dec. 31	10/03/2024	10/03/2024 3:40 PM	Staff walkthrough /	Staff all met in the music room and the reunification process was discussed.

**Person Responsible**

JOSEPH NIEUWKOOP