

# Emergency Drill Log - Michigan

Westfield Charter Academy 27201 W Chicago Redford, MI (313) 625-3030

School Name:	Westfield Charter Academy
School Year:	2024-2025
First Day of School:	09/03/2024
Last Day of School:	06/13/2025

#### 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	09/19/2024	2:35 PM		Other / Fire Drill. planned and alarm was initiated.	74	730	None /	None	Sunny	2 minutes and 7 seconds
			10/07/2024 1-42 PM							3 minutes

Before Dec. 1	10/04/2024	1:40 PM	Admin was out of the bldg on the original date	Alarm pulled /	74	721	None /	None	Sunny	and 31 seconds
Before Dec 1	10/29/2024	11:00 AM		Announcement made /	71	718	None /	None	Sunny	3 minutes and 17 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.	09/06/2024	9:30 AM		Disturbance in a classroom /	1 minutes and 15 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.	09/06/2024	9:30 AM		Illness 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	09/19/2024	1:30 PM		Other / Drill	3 minutes and 29 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)
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Before Dec. 1	09/26/2024	2:00 PM		Other / Drill	2 minutes and 47 seconds
Before Dec. 1	11/12/2024	10:00 AM	11/13/2024 Admin support was not available	Other / Announced	1 minutes and 37 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	# Evacuted to shelter locations	Weather Conditions	Time to Complete (mins & seconds)
Before Dec. 15	11/15/2024	1:40 PM		687	cold, windy	2 minutes and 58 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
Before Dec. 31	08/23/2024		All School /	Reunification was discuss during the safety all school meeting after the meeting staff went outside and was shown the area where reunification would take place if needed.

## Person Responsible

IRA KLEIMAN