

Emergency Drill Log - Michigan

Metro Charter Academy
34800 Ecorse Rd
Romulus, MI
(734) 641-3200

School Name: Metro Charter Academv

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	09/13/2024	9:05 AM	09/13/2024	Alarm pulled /	49	382	None /			3 minutes and 5 seconds
Before Dec. 1	10/04/2024	1:00 PM	10/04/2024 1:00 PM	Announcement made /	53	432	Other / Students in specials and at recess time for 4th grade		Fair	2 minutes and 32 seconds
Before Dec 1	11/13/2024	9:00 AM	11/15/2024 9:00 AM interfered with a site visit from PPA	Announcement made /	48	420	None /		cool	2 minutes and 40 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.	09/23/2024	10:15 AM	09/23/2024	Disturbance in a classroom /	2 minutes and 34 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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Before Dec 1.	10/11/2024	8:46 AM		Disturbance in a hallway /	1 minutes and 7 seconds
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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	11/13/2024	9:08 AM	11/15/2024 9:10 AM interfered with a site visit from PPA	Suspicious activity in parking lot /	2 minutes and 34 seconds

Lockdown

One per school year (Before September 1, and After January 1)

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	10/23/2024	9:05 AM		/	2 minutes and 38 seconds
Before Dec. 1	11/22/2024	1:30 PM	11/26/2024 Medical emergency so we postponed the drill	Hazard Response for active shooter /	2 minutes and 9 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	11/26/2024	9:05 AM	12/06/2024 9:05 AM Moved Lockdown to 11/26 so we adjusted and moved Shelter to first week in december	423	Used the tornado Prompt but the weather for the day	2 minutes and 46 seconds

				was cloudy	
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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	08/21/2024	08/23/2024 Professional Development	Staff walkthrough /	Great practice and understanding of process and procedure.

Person Responsible

KIMBERLY JOHNSON