



# Emergency Drill Log - Michigan

Knapp Charter Academy

School Name: Knapp Charter Academy  
 School Year: 2024-2025  
 First Day of School: 08/20/2024  
 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	08/27/2024	9:00 AM	08/26/2024 1:45 PM Working around NWEA testing	Alarm pulled /	65	387	Recess Drill /	NONE	Sunny and HOT	2 minutes and 57 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.	09/10/2024	9:00 AM	09/10/2024 10:05 AM busy morning - we also did one in the afternoon in another hall	Disturbance in a classroom /	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.	09/12/2024	11:00 AM	09/12/2024 11:00 AM	Disturbance in a hallway /	30 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)
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**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)
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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
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Person Responsible

JONAI MADDRICK