

Emergency Drill Log - Michigan

Timberland Charter Academy
 2574 McLaughlin Ave
 Muskegon, MI
 (231) 767-9700

School Name: Timberland Charter Academv
 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	09/04/2024	9:45 AM	09/04/2024 10:45 PM	Announcement made /	83	600	None /	none	Sunny	6 minutes
Before Dec. 1	10/24/2024	12:30 PM		Alarm pulled /			/		Sunny	4 minutes

Before Dec 1	11/12/2024	10:00 AM		Alarm pulled /	83	600	None /		Sunny	4 minutes and 16 seconds
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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.	09/24/2024	10:00 AM	09/24/2024 1:30 PM Delay in time	Disturbance in a classroom /	2 minutes and 30 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.	10/09/2024	12:45 PM	10/09/2024 10:30 AM	/	4 minutes

Board meeting at 12:30

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	11/11/2024	9:45 AM		Suspicious activity in parking lot /	4 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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Before Dec. 1	09/30/2024	2:45 PM	10/15/2024 Parent and Police incident at school. Had to reschedule to today	/	3 minutes
Before Dec. 1	10/30/2024	1:30 PM		15 minutes or less prior to dismissal with parent/guardian notification /	4 minutes and 30 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	09/26/2024	1:45 PM		600	sunny	6 minutes and 23 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	09/27/2024		All School /	School Cleared in 5 minutes, alternative site's doors closed in 8

Person Responsible

BERRETTA HERARD