

EMAILED TO KACIE
3/2/2018

HOPE Academy

OF WEST MICHIGAN

EMERGENCY DRILL DOCUMENTATION FORM

School Year 2016-2017

School Campus:	Hope Academy of West Michigan
Drill # for the School Year: (Example #2/5 Fire, 1/2 Tornado; 1/3 Lockdown)	2/3 Lock Down Drill


Type of Drill

	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
	Tornado Safety Drills (2 required in the school year; 1 must be held in March)
X	Lock Down (3 required; 1 before December 1 & 1 after January 1)

Time of Drill:

**At least one drill is required to not be during class time*

Date:	03/01/2018
Time	2:30 p.m.
X	During class time
	In between classes/during class changes*
	Recess or lunch time*
	Other time when a significant number of the students are gathered but not in the class room*

Name of School Principal (or designee):	Phillip Haack
Signature of School Principal	
<i>(If drill is conducted by someone other than the school Principal)</i>	
Name and Title of Person Conducting Drill:	Phillip Haack