

HOPE Academy OF WEST MICHIGAN

EMERGENCY DRILL DOCUMENTATION FORM School Year 2019-2020

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


Type of Drill

<input checked="" type="checkbox"/>	Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i>
<input type="checkbox"/>	Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i>
<input type="checkbox"/>	Lock Down <i>(3 required; 1 before December 1 & 1 after January 1)</i>

Time of Drill:

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

Date:	11/13/2019
Time:	11:30
<input checked="" type="checkbox"/> During class time	
<input type="checkbox"/> In between classes/during class changes*	
<input type="checkbox"/> Recess or lunch time*	
<input type="checkbox"/> Other time when a significant number of the students are gathered but not in the class room*	

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