



**EMERGENCY DRILL DOCUMENTATION FORM**  
**School Year 2020-2021**

School Campus:	Hope Academy of West Michigan
Drill # for the School Year: <small>(Example #2/5 Fire, ½ Tornado; 1/3 Lockdown)</small>	<b>5/5 FIRE DRILL</b>

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 &amp; 1 after January 1)</i>

Time of Drill: *\*At least one drill is required to not be during class time*

Date:	<b>May 3, 2021</b>
Time:	<b>12:30pm</b>
<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Lunch Time
<input type="checkbox"/>	Other time when a big significant number of students and staff were out of building due to COVID 19 restrictions. Teachers and staff who were in the building followed procedures. No students present in the classrooms.***
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:	Cindy Hillary