School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 • One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. • One drill shall include security measures of a potentially dangerous individual on or near the school premises. • Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Hope Academy of West Michigan   Principal: Dr. Arthur Garner

Date of drill: January 8, 2026   Number of students: 290   Number of Staff: 35

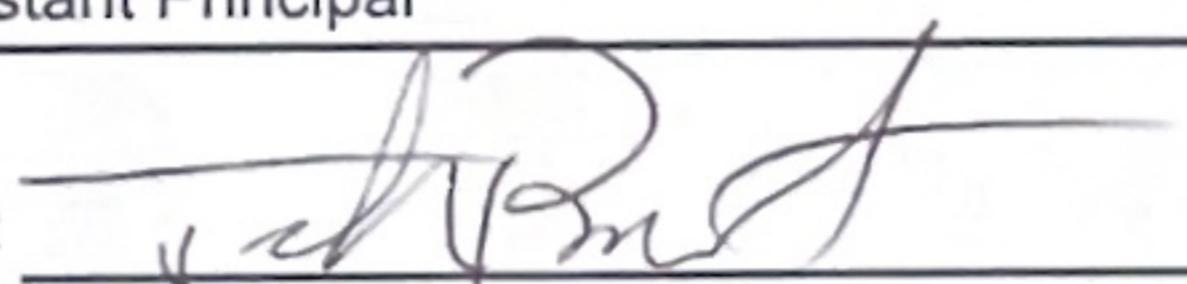Time initiated: 10:02:00   ☑ a.m ☐ p.m.   Time concluded 10:05:10   ☑ a.m ☐ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☑ During class time	☑ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: Everything secure and quiet in all classrooms. It was noted by Facilities that the PA System annoucement was softer than normal and did not "ring" prior to the annnoucement. While the system did work, it was still reffered to IT for potential repairs.

This report is for:
(check box next to applicable drill)

Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year

Tornado drill number ☐1 ☐2 for the _____ school year

Safety/Security drill number ☐1 ☑2 ☐3 for the 2025-2026 school year

Name of person conducting drill: Joshua Barnhart

Title of person conducting drill: Assistant Principal

Signature or person conducting drill: _____   Date: January 8, 2026

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____   Name: _____   Title: _____

Agency: _____   Name: _____   Title: _____

Agency: _____   Name: _____   Title: _____

Must post on the school's website within 30 days after completing the drill.
The form must be maintained on the school website for at least three years.

School Drill Observation Tool

Problems Encountered (Check all that apply)

- [ ] Congestion in hallways
- [x] Alarm not heard
- [ ] Students unsure of proper procedures
- [ ] Staff unsure of proper procedures
- [ ] Use of personal technologies by students
- [ ] Use of personal technologies by staff
- [ ] Unable to lock doors
- [ ] Windows not covered
- [ ] Windows left open
- [ ] Doors left open
- [ ] Difficulties with evacuation of students or staff with disabilities
- [ ] Staff and adults unaccounted for
- [ ] Students unaccounted for
- [ ] Staff not serious about drill
- [ ] Students not serious about drill

- [ ] Radio communication problems
- [ ] Network/computer problems
- [ ] Weather-related problems
- [ ] Noise impedes communications
- [ ] Students not out of sight (safety/security drill)
- [ ] Long time to evacuate building
- [ ] Frightened students (safety/security drill)
- [ ] Improper or unavailable supplies
- [ ] Confusion
- [ ] Doors or exits blocked
- [ ] Transportation issues
- [ ] Interagency communication issues
- [ ] Incident command problems
- [x] Other: PA softed than normal, but still audible

Weather Conditions

- [ ] Clear
- [x] Cloudy
- [ ] Raining
- [ ] Rain and wind

- [ ] Windy
- [ ] Snow/Sleet
- [ ] Hot (above 80 degrees)
- [x] Cold (10 to 40 degrees)

Plans for Improvement

- [ ] Additional staff training
- [ ] Additional student training
- [ ] Address need for additional equipment
- [ ] Improved emergency supplies

- [ ] Cooperative planning with responders
- [ ] Revised emergency procedures
- [ ] Improved communication
- [x] Other: PA System referred to IT for repairs

Additional Comments

Everything secure and quiet in all classrooms. It was noted by Facilities that the PA System annoucement was softer than normal and did not "ring" prior to the annnoucement. While the system did work, it was still reffered to IT for potential repairs.