



**EMERGENCY DRILL DOCUMENTATION FORM**  
School Year 2022-2023

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

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	February 9, 2024
Time	12:31pm
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*

Number of Participants	257
Evacuation Time	Start 12:31pm End 12:36pm
Comments	Kindergarten Room 202 forgot the blockade. Rooms 301 and 319 were too loud. Gym did not hear the lockdown announcement. Gym area locked down at 12:33pm. We will give the gym teacher a Walkie Talkie for future use.

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