



EMERGENCY DRILL DOCUMENTATION FORM

School Year 2024-2025

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

Type of Drill

	Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i>
	Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i>
X	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	4/1/25
Time	10:30 a.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*

Number of Participants	
Evacuation Time	4 minutes
Comments	Math lab classroom needs window shades - no students were visably seen through window but just as a precaution One secondary class did not stay quiet. Every door was secure.

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 - School Principal Jeremy Gilford - Facilities Leader