



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)	#1/2 Tornado Drill

Type of Drill

	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 must be held in March)
	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	October 14, 2024
Time	10:00 a.m.
<input checked="" type="checkbox"/>	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	5 minutes
Comments	Speaker in gym doesn't work. Shut bathroom doors in upper elementary, send all clear message via talking points.

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	SCHOOL LEADER / FACILITIES MANAGER DOC Garner / Jeremey Gifford