



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)	2/2 Tornado Drill

Type of Drill

	Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i>
X	Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i>
	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	3/11/25
Time	1:50 PM
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	Remind teachers to close doors. Secondary needs reminders where to go and have the overflow go to the stairwell.

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 Jeremy Gilford School Principal Facilities Leader