



EMERGENCY DRILL DOCUMENTATION FORM
School Year 2023-2024

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

Type of Drill

	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
X	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	March 7, 2024
Time	2:04pm
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	270
Evacuation Time	2:11pm (7 minutes)
Comments	<p>Lower Elementary – 1st grade door was left opened. Not everyone was clear where they were supposed to be for the drill.</p> <p>Upper Elementary – 5th grade students were bunched together and talking. Monitor had to separate them against the wall and try to keep they quiet.</p> <p>Secondary – students were unclear where they should be. Took them about 5 minutes to get them where they needed to be.</p> <p>Basement/Gym area – Gym was unaware of tornado drill. Once they were informed of drill, they went to their spots and were quiet.</p>

Name of School Principal (or designee):	Dr. Art Garner
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HOPE Academy OF WEST MICHIGAN

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. Art Garner