

HOPE Academy OF WEST MICHIGAN

EMERGENCY DRILL DOCUMENTATION FORM School Year 2015-2016

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

Type of Drill

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| | <i>Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)</i> |
| <input checked="" type="checkbox"/> | <i>Tornado Safety Drills (2 required in the school year; 1 must be held in March)</i> |
| | <i>Lock Down (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*

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| Date: | 3/3/2016 |
| Time: | 11:00 a.m. |
| | During class time |
| | In between classes/during class changes* |
| <input checked="" type="checkbox"/> | Recess or lunch time* (i) |
| | Other time when a significant number of the students are gathered but not in the class room* |

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