

HOPE Academy OF WEST MICHIGAN

EMERGENCY DRILL DOCUMENTATION FORM School Year 2014-2015

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


Type of Drill

	<i>Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)</i>
	<i>Tornado Safety Drills (2 required in the school year; 1 must be held in March)</i>
X	<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*

Date:	6/1/2016
Time:	10:00 a.m.
___	During class time
X	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*

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