



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)	#1/5 Fire Drill

Type of Drill

<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 must be held in March)
<input type="checkbox"/>	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	10/1/24
Time	10:30 am
<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the class room*

Number of Participants	274
Evacuation Time	16 min.
Comments	some doors were unlocked/had magnets on, some teachers were missing "Go" bags, they need their student lists, some classes had lights left on. Secondary to go down main stairwell.

Name of School Principal (or designee):	Dr. Arthur Garner
Signature of School Principal	

(If drill is conducted by someone other than the school Principal)

Name and Title of Person Conducting Drill	Facilities Manager Jeremy Sifford School leader Dr. Arthur Garner
---	--