



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)	Lockdown Drill #1/3

Type of Drill

	Fire Drill (<i>5 required; 3 drills in the fall, 2 in the remaining school year</i>)
	Tornado Safety Drills (<i>2 required in the school year; 1 must be held in March</i>)
X	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	November 15, 2024
Time	1:46 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	5 minutes
Comments	All doors/building secure. Notes/Suggestions: Intercom downstairs does not work. Have extra gym/additional area keys for subs. Window shade in 5th grade class fell down (loud noise) 1 secondary classroom was being loud - they will be re-doing the drill for practice.

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	School Leader - Dr. Arthur Garner Facilities Manager - Jeremy Gifford