



**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)	#2/3 Lockdown Drill

Type of Drill

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

Time of Drill:

*\*At least one drill is required to not be during class time*

Date	1/14/25
Time	10:00 a.m.
<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	230
Evacuation Time	4 minutes
Comments	Building all clear. Minor noise heard in 2 secondary classes.

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 and Joshua Barnhart Facilities Manager - Jeremy Gifford