

HOPE Academy OF WEST MICHIGAN

EMERGENCY DRILL DOCUMENTATION FORM School Year 2018-2019

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| School Campus: | Hope Academy of West Michigan |
| Drill # for the School Year: <small>(Example #2/5 Fire, ½ Tornado; 1/3 Lockdown)</small> | 4/5 Fire Drill |


Type of Drill

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|-------------------------------------|---------------------------------------------------------------------------------------|
| <input checked="" 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 type="checkbox"/> | 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*

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| Date: | 03/15/2019 |
| Time | 9:30 a.m. |
| <input checked="" type="checkbox"/> | During class time (preschool – 6 th grade) |
| <input type="checkbox"/> | In between classes/during class changes* |
| <input type="checkbox"/> | Recess or lunch time* (for secondary only) |
| <input type="checkbox"/> | 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): | Teriena Schwartz |
| Signature of School Principal |  |
| <i>(If drill is conducted by someone other than the school Principal)</i> | |
| Name and Title of Person Conducting Drill: | Craig Washington |