

Emergency Drills Report Form 2018-2019

Fire Prevention Act 207 Section 29.19 (as amended effective July 1, 2014) outlines the requirements for schools operating any of grades kindergarten to 12. The specific sections for Fire Drills, Tornado Drills and Lock Downs are listed below.

In addition, the following pertains to ALL DRILLS in Section 19 of the Act:
Sec. 19 (6) A school that operates any of grades kindergarten to 12 shall conduct at least one (1) of the drills required by this section during a LUNCH or RECESS period, or at another time when a significant number of the students are gathered but not in the classroom.

Fire Drills

Sec. 19 (3) A minimum of five (5) fire drills is required for each school year for a school that operates any of grades kindergarten to 12. Three (3) of the fire drills shall be held by December 1 of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

Date	Time Drill(s) Conducted	# of Participants	Evacuation Time	Comments
09/13/2018	12:30 p.m.	371	2.59	There was a backup on the stairway on the east end of the building as younger students exited secondary students had to wait; Two open classroom doors--Ms. Bultman and Ms DeMyer; Also a little worried about the bottleneck with secondary coming down the stairwell; The only issue I noticed is that we were expected to take roll outside; Dhaenens room door left open; Everything in the wing cleared quickly; Secondary Classroom emptied with kids running and screaming
11/2/2018	9:30 a.m.	352	2.23	Castle -door left open; Bultman - door left open; Libbett - door left open; no class for preschool
12/03/2018	12:07 p.m.	334	2.27	*During non-classroom time. SPED room door propped open. Upper EL classroom door propped open; Lower EL classroom door opened.
3/15/2019	9:30 a.m.	347	2.23	Nothing to report
4/26/2019	12:30 a.m.	349	2.13	Everything ran smoothly. No Issues

Tornado Drills

Sec. 19 (4) A minimum of two (2) tornado safety drills is required for each school year. At least one (1) of the tornado safety drills shall be conducted during March of the school year.

Date	Time Drill(s) Conducted	# of Participants	Response Time	Comments
01/22/2019	12:07 p.m.*	346	3.49	*During non-classroom time. All went well except secondary going to small gym. Students did not take drill serious lot of redirecting students.
03/15/2019 MARCH	9:30 a.m.	347	3.31	Secondary was moving slow; Basement is issue people cannot hear the intercom

Lock Down Drills

Sec. 19 (5) A minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. At least one (1) of these drills shall be conducted by December 1 of the school year, and at least one (1) shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill (please refer to the Act for more info regarding these drills)

Date	Time Drill(s) Conducted	Drill Conducted By:	Comments
08/14/2018 (2)	1:30 p.m. (4 min)	Schwartz	Basement classrooms where not checked during drill; Preschool and West classrooms all good; Upper elementary - one door was unlocked, teacher came out to lock door, we could see someone in almost every room and could hear kids in some. Teachers in staff lounge were quite visible.
11/12/2018	9:30 a.m.	Washington	Doors left unlocked 1 st and 3 rd grade. Admin did not hear page about code red while in principal's office. The gym was unoccupied although the doors from the lobby to the center stairs were both unlocked which does not meet our standard operating for lock down or non lock down situations. In the basement there was a teacher in the small gym who was unaware we were under a code red. Additionally, had she been aware the small gym is not equipped with locks nor a hidden space to be out of view from the doors. The small gym has two entrances from outside and one from the basement hall. The doors at the base of the center stairs were also unlocked. It seemed no one was scheduled to check the upper EL. In the upper EL, the door from the center stairs was unlocked as was the door to the back (west) stairs. The door to the teachers lounge was propped open. All classrooms were properly locked down.
1/24/2019	12:07 p.m.* (3.57 min.)	Washington	*During non-classroom time. Great job it was corrected before the drill started. Special thank you to Mrs. Walker she did not open up the office door until special knock and Mrs. DeMeyer I kept knocking on the door and did not hear the kids one time. This is also the first time we did not use radios or phones to communicate (derrick thanks for the reminder) The only thing we need to work on is secondary understanding the importance of staying quiet when transitioning to another part of the building and once reaching that point to keep quiet "middle school boys" We only had a couple of unlocked doors.
03/07/2019	8:30 a.m. (2 min.)	Washington	

Hope Academy of West Michigan

Administrator's Signature/Date

Terrena Schwartz 5/02/2019

Please post this log on the Academy's website within 30 school days after the drill is completed and is maintained for at least three years.

Not later than September 15 of each school year, the chief administrator of a school shall provide a list of the scheduled drill days for the schools buildings operated by the school to the county emergency management coordinator.

Revised Sept 2014