

HOPE Academy OF WEST MICHIGAN

EMERGENCY DRILL DOCUMENTATION FORM School Year 2016-2017

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


Type of Drill

	<i>Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)</i>
	<i>Tornado Safety Drills (2 required in the school year; 1 must be held in March)</i>
X	<i>Lock Down (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:	11/12/2018
Time	9:30 a.m.
X	During class time (preschool – 6 th grade)
	In between classes/during class changes*
	Recess or lunch time* (for secondary only)
	Other time when a significant number of the students are gathered but not in the class room*

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:	