

## Hope Academy of West Michigan Emergency Drills Report Form 2020-2021

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
1	10/8/2020	11:10 AM	343	3 minutes	1 / 5: 11:10 - 11:20am - Classroom door open in Upper Elementary. One door open in Lowe Elementary. Secondary had no issues.
2	10/16/2020	9:30 AM	282	3 minutes	2 / 5: 10:00-10:09am -Basement is good. Room 214 wedges open. Secondary bottleneck main exit due to lower EL exiting. Room 210 door open. Secondary clear, except boys' bathroom. Outside everyone cooperated, students with masks and social distancing.
3	12/08/20 (rescheduled from 11/13/20)	11:30 AM	16 Adults/ 4 students	4 minutes	3 / 5: 11:30-11:45am - Few participants due to COVID 19 school closing (2 <sup>nd</sup> wave). 7 adults with masks and social distancing. 4 students with masks and social distancing, On Brown St. section; 3 teachers / 6 staff with masks and social distancing. Code yellow cleared. All secured.
4	01/13/2021 (rescheduled from 1/8/21)	10:30 AM	326	4 minutes	4 / 5: All doors closed in secondary. Preschool was clear. Secondary was clear. Basement was clear. 1 door was open in basement. All of upper elementary doors were closed, but not locked. Overall, students kept masks on and social distancing as best as possible.
5	05/3/2021	12:30 PM	294	5 minutes	Secondary, doors and windows open, several lights on. Bathroom door open. Lower Preschool clear, lights on room 103. Basement clear. Front office clear.

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 school buildings operated by the school to the county emergency management coordinator.

Revised Sept 2014

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### 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	Evacuation Time	Comments
1	10/09/20	11:50 AM	274	5 minutes	1 / 2 - 11:50am-12:05am. All levels quiet and students and staff in places.
2	03/12/2021	01:00 PM	356	5 minutes	2 / 2 - 1:02pm - 1:07pm. Basement cannot hear alarm. Tables aligned against the wall which did not allow for students to shelter properly. Windows open throughout the building. All other floors clear and following protocols.

### 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	# of Participants	Evacuation Time	Comments
1	10/02/2020	10:50 AM	340	5 minutes	1/3 10:50-11:00am. Talking in Room 301, lights on, students working. Talking Room 303. Room307, doors unlocked, lights on, students doing work, Savino's room unlocked Basement clear. Room 102 did not participate-dismissing students. A student hid in stairs instead of locking down in gym office. Common hall & Kitchen doors not locked.
2	12/01/2020	1:40 PM	10	3 minutes	A parent and small child participated at the time of drill. Students were not in school. All cleared and secured.
3	02/11/2021	12:30 PM	391	6 Minutes	3/3 Lockdown: 12:30pm-12:45pm. 4 <sup>th</sup> grade doors were unlocked. Basement, elementary, upper elementary, secondary all reported clear. Office was good as well.

(School & Campus)  
Administrator's Signature

Date Terrena Schwartz 5/03/2021

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 school buildings operated by the school to the county emergency management coordinator.

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