# EMERGENCY DRILL DOCUMENTATION FORM

**School Year 2020-2021**

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

Type of Drill

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|---|---|
| | Fire Drill *(5 required; 3 drills in the fall, 2 in the remaining school year)* |
| | Tornado Safety Drills *(2 required in the school year; 1 must be held in March)* |
| **X** | Lock Down *(3 required; 1 before December 1 & 1 after January 1)* |

Time of Drill: **At least one drill is required to not be during class time*

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|---|---|
| Date: | **October 2, 2020** |
| Time: | **10:50am** |
| **X** | During class time |
| ____ | In between classes/during class changes* |
| ____ | Lunch Time |
| ____ | Other time when a significant number of the students are gathered but not in the class room* |
| Name of School Principal<br><br>(or designee): | Teriena Schwartz |
| Signature of School Principal | |

| *(If drill is conducted by someone other than the school Principal)* | |
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| Name and Title of Person Conducting Drill: | Cindy Hillary |