

HOPE Academy OF WEST MICHIGAN

EMERGENCY DRILL DOCUMENTATION FORM School Year 2020-2021

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

Type of Drill

	Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i>
	Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i>
X	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*

Date:	December 1, 2020
Time:	1:40pm
___	During class time
___	In between classes/during class changes*
___	Lunch Time
__X__	Other time when a big significant number of students and staff were out of building due to COVID 19 restrictions. Teachers and staff who were in the building followed procedures. No students present in the classrooms.***

Name of School Principal (or designee):	Teriena Schwartz
Signature of School Principal	<i>Teriena Schwartz</i>

(If drill is conducted by someone other than the school Principal)

Name and Title of Person Conducting Drill:	Cindy Hillary
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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	253	3 minutes	1/5 - 11:10-11:20am Classroom door open in Upper Elementary. One door open in Lower Elementary. Secondary had no issues.
2	10/16/2020	10:00am	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 door won't close, student in bathroom. Outside everyone cooperated, students with masks on and in single lines with teachers.
3	11/13/2020 (re-scheduled from 11/13/20)	11:30 Am	16 Adults / 4 students	4 minutes	3 / 5 - 11:30-11:45am - Few participants due to COVID 10 school closing (2nd wave). 7 adults in front of school with masks, children (4) with masks. Brown St. 3 teachers / 6 staff. Code yellow cleared. All secured.
4	01/08/2021	10:30 Am			
5	03/26/2021	12:30 Pm			

Tornado Drills

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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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	3 minutes	1/2 - 11:50-12:05am. All levels quiet and students and staff in places.
2	03/12/2021	01:00 Pm			

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 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	255	5 minutes	1/3 - 10:50-11:00am. Talking in Room 301, lights on, students working. Talking Room 303. Room 307, doors unlocked, lights on, students doing work, Savino's room unlocked Basement clear. Room 102 did not participate-dismissing students. A student hid in the stairs instead of locking down in the gym office. Common hall & Kitchen doors not locked.
2	12/01/2020	1:40 Pm	10	3	A parent and small child participated due to being in the building at the time of the drill. small conference with teacher. All cleared and secured.
3	02/11/2021	12:30 Pm			

(School & Campus)

Lorena Schwanz

12/09/2020

Date

Administrator's Signature

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