



**EMERGENCY DRILL DOCUMENTATION FORM**  
**School Year 2020-2021**

School Campus:	Hope Academy of West Michigan
Drill # for the School Year: <small>(Example #2/5 Fire, ½ Tornado; 1/3 Lockdown)</small>	<b>4/5 FIRE DRILL</b>

Type of Drill

<input checked="" type="checkbox"/>	Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i>
<input type="checkbox"/>	Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i>
<input type="checkbox"/>	Lock Down <i>(3 required; 1 before December 1 &amp; 1 after January 1)</i>

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

Date:	<b>March 25, 2022</b>
Time:	<b>12:30pm</b>
<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Lunch Time
<input type="checkbox"/>	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  <i>Kristine Stewart - Assistant Principal</i>
Signature of School Principal	<i>Kristine Stewart</i>

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

Name and Title of Person Conducting Drill:	Kristine Stewart (Acting Vice Principal)
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