



EMERGENCY DRILL DOCUMENTATION FORM

School Year 2022-2023

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

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 & 1 after January 1)</i>

Time of Drill:

**At least one drill is required to not be during class time*

Date:	March 22, 2023
Time:	12:15pm
<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 big significant number of students are gathered but not present in the classrooms.***

Signature and Name of School Principal (or designee):	Dr. Arthur Garner, Principal
Signature, Name, Title of Person Conducting Drill:	Mr. Joshua Barnhart, Assistant Principal

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

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5	3/22/23	12:15pm	299	4 minutes	Teachers need roster to take attendance before and after drills. Make red and green visible signs laminated so Doc/Josh if each student is accounted for. Let subs know procedures of drills: shut door, turn off lights, grab go bags. Be aware of health restrictions on some teachers and Reading Corp personnel who are unable to come down fast. Elementary did very good with teachers and were all accounted for. Some students were horse playing in parking lot. Teachers need to know exactly where to stand with their students. Office can switch outdated blue bags for Green Go Bags.
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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	9/20/22	12:10 noon	343	5 minutes	Upper Elementary all clear. Secondary all clear. Basements and Small Gym all clear. Big Gym students against stage wall all clear. Lower Elementary students against hallway wall all clear. Preschool students followed instructions all clear. No major issues reported from teachers or staff during tornado drill.
2	3/7/23	2:30pm	294	10 minutes	Basement level everyone was in center hallway. 1 st Floor – Main office hallway teachers and staff assisted with students. 4-6 th grade main hallways was the best of all the groups. They followed directions and were very quiet. Secondary – conversations among middle school, moved to proper spot stairwell due to large windows in hallway within the first 5 minutes. AmeriCorp staff need to be included in emails and made aware of drills. They will be added so they know to move to hallway away from large windows.

Lock Down 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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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	10/6/22	10:55am	339	5 minutes	Alarm began at 10:55am. First floor lower elementary exited first. Secondary exited through stairwell exiting in front of building. All other grades exited through their perspective exits. After all clear given by everyone assigned, students and staff entered building.
2	10/25/22	9:30am	339	5 minutes	Lower EL all clear. Basement and gyms clear. Secondary clear. Preschool clear. Upper EL clear. Some doors on elementary level left open with doorstops. Bathrooms and stairwells checked and clear.
3	11/15/2022	11:30am	305	5 minutes	Small gym basement clear. Preschool clear. Big gym and kitchen clear. Secondary clear. Elementary clear. Lower level clear. One elementary teacher forgot to close classroom door while exiting, another staff closed. No other issues or concerns.
4	1/10/2023	10:30am	310	5 minutes	A procedure for teachers to report student attendance/missing students (possibly using group chat in the new Talking Points App) could help better communication between staff and Admin during the drills. No door lock or building issues in the Gym/Kitchen. All clear for Upper and Lower Elementary. Suggestion of having Kindergarten and 1 st Grade use a walking rope to stay grounded as they exit building and then instructed to stay at their designated spot. Staff focus on the evacuation of the students and not on getting coats. Some teachers with GO bags, remind everyone to have.

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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	10/4/22	10:50am	333	5 minutes	Basement & small gym clear. Preschool clear. Lower EL clear. Secondary clear. Upper EL clear. Waited 2 minutes for big gym to respond then cleared. The only issue was problem announcing drill to lower level via walkie talkies not set on proper channel.
2	12/1/22	1:40pm	320	6 1/2 minutes	New intercoms were installed to let basement staff and students know of drill. Tara also mentioned about the clear window in the basement interventionist room which needs to be covered up. JMG did not have emergency lock. Jennings fixing before end of day. One preschool door not properly locked. Lower level, Mrs. Meagher's door needs Emergency lock. Social Workers doors need emergency lock. Jennings fixing by end of day. All other door locks and emergency lockers were tested individually and working properly. The large gym is NOT secure because of type of doors in gym. All clear given. Students cooperated with drill.
3	February 9, 2023	12:30pm	323	5 minutes	The drill went well with no major building or safety issues. We will do another staff training on emergency procedures during a March TCR to support our many new staff.

(School & Campus)


 Administrator's Signature

3 / 23 / 23
 Date

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