



**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>	<b>1 of 2 TORNADO DRILLS</b>

Type of Drill

<input type="checkbox"/>	Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i>
<input checked="" 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>September 20, 2022</b>
Time:	<b>12:10pm</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 big significant number of students are gathered but not present in the classrooms.***

Signature and Name of School Principal  (or designee):	Dr. Arthur Garner 
Signature, Name, Title of Person Conducting Drill:	Heidi Cate, Superintendent / Interim Vice Principal 

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

## Hope Academy of West Michigan Emergency Drills Report Form 2022-2023

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					
3					
4					
5					

### 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

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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				clear. No major issues reported from teachers or staff during tornado drill.
2				

**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	10/4/22	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					
3					

(School & Campus)  
Administrator's Signature


  
 Heidi West

Date

10-19-22  
 10/19/22

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