



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>	2/2 Tornado Drill

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 & 1 after January 1)</i>

Time of Drill:

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

Date:	March 11, 2022
Time:	1:00pm
<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
Signature of School Principal	<i>Teriena Schwartz</i>
	<i>Teriena Schwartz</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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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	10/7/2021	11:10 AM	356	5 minutes	Cafeteria clear. Preschool clear. Upper EL clear. Basement clear. Lower Elementary clear. Secondary clear. Students and staff followed proper fire drill procedures.
2	10/18/2021	10:00AM	351	10 minutes	Gym clear. Lower gym and classrooms all clear. Upper Elementary clear. Preschool clear. Lower Elementary clear. Secondary clear. Students and staff followed fire drill protocols.
3	11/12/21 (rescheduled to 11/30/21)	9:00 AM	338	3 minutes	Gym clear. Basement clear. Upper EL clear. Lower Elementary clear, some doors were open. Secondary level clear. No other issues reported.
4	03/22/2022 (rescheduled from 01/07/2022)	1:45pm			
5	03/25/2022	12:30 PM			

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	09/23/21	11:50 AM	345	4 minutes	Lower level gym area clear. Ms. Schwartz's suggestion for small gym is to look into additional space. Student space

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.

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					was limited. Elementary level clear, students followed procedures. Secondary all clear students followed procedures. Upper EL all clear students followed procedures. Pre-school all clear students followed procedures.
2	03/11/2022	1:00 PM	315	7 minutes	Upper EL clear, lower level clear. Big gym clear, Secondary clear. Basement clear. Main floor all clear. Preschool clear. Procedures followed and not major concerns at this time.

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	10/04/2021	10:50 AM	342	5 minutes	Secondary level one door unlocked. Basement Art Room window not covered; teacher will fix with a curtain. Announcements not heard in basement. Suggestion to install alarm systems in the near future. Lock for Interventionist Room needs to be replaced; current one remains unlocked. Mr. Rogers had to speak to Ms. Darwin's middle school students the first few minutes of drill due to talking. After he addressed the seriousness of the following procedures, they were silent.
2	12/01/2021	1:40 PM	344	3 minutes	Gym clear. Lower Elementary clear. Upper Elementary one door unlocked, lights on. Basement clear. A lock is needed for the interventionist room as it can pose a safety hazard. For Secondary, one student was in the bathroom. Preschool had one door unlocked.
3	02/09/2022	12:30 PM	350	4 minutes	Lower Elementary clear. Room 208 door does not lock. Jennings (new custodian) will fix. Lower gym clear. Basement clear. Secondary level clear. Upper Elementary clear. Preschool clear. Students and staff followed safety procedures and completed drill in a timely manner.

(School & Campus)

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Terrena Schwartz
Administrator's Signature

3 / 17 / 2022
Date

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