

Hope Academy of West Michigan Emergency Drills Report Form 2025-2026

2 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 Lockdowns 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	09/30/25	1:30 PM	274	3 min 45 sec	Reminder to close doors. Maintain safety on stairs.
2	10/30/25	2:00 PM	268	3 min 15 sec	Nearly all staff brought their emergency bags. All staff efficiently counted students and accounted for students when outside
3	11/21/24	12:30 PM			
4	03/12/26	10:00 AM			
5	05/07/26	9:00 AM			

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	10/15/25	10:00 AM	272	3 min 35 sec	Students were patient and relatively silent during the drill. Building was cleared safely and efficiently. MERT team needs an additional walkie-talkie because one is broken
2	03/05/26	1:50 PM			

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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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	11/13/25	1:45 PM			
2	01/08/26	10:00 AM			
3	04/02/26	10:30 AM			

Evacuation Drills

#	Date	Time Drill(s) Conducted	# of Participants	Evacuation Time	Comments
1	05/28/26	1:00 PM			

Administrator's Signature



11/4/2025
Date

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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School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 - One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. - One drill shall include security measures of a potentially dangerous individual on or near the school premises. - Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Hope Academy of West Michigan Principal: Dr. Arthur Garner

Date of drill: 10/15/25 Number of students: 272 Number of Staff: 38

Time initiated: 10:00 ☒ a.m. ☐ p.m. Time concluded 10:03:35 ☒ a.m. ☐ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: (check box next to applicable drill) Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year
Tornado drill number ☒1 ☐2 for the 2025 school year
Safety/Security drill number ☐1 ☐2 ☐3 for the _____ school year

Name of person conducting drill: Dr. Arthur Garner & Jeremy Gilford

Title of person conducting drill: Principal & Facilities Manager

Signature or person conducting drill:  Date: 11/4/2025

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
The form must be maintained on the school website for at least three years.*

