



**EMERGENCY DRILL DOCUMENTATION FORM**  
School Year 2022-2023

School Campus:	Hope Academy of West Michigan
Drill # for the School Year: (Example #2/5 Fire, #1/2 Tornado; 1/3 Lockdown)	#2/6 Fire

Type of Drill


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

Time of Drill:

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

Date	October 6, 2023
Time	10:55am
<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input checked="" type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the class room*

Number of Participants	285
Evacuation Time	11:00am Finished at 11:05am
Comments	1 teacher did not evacuate in Secondary.

Name of School Principal (or designee):	Dr. Art Garner
Signature of School Principal	
<i>(If drill is conducted by someone other than the school Principal)</i>	
Name and Title of Person Conducting Drill	DR. ARTHUR GARNER JR Principal