



**EMERGENCY DRILL DOCUMENTATION FORM**  
School Year 2023-2024

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

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 &amp; 1 after January 1)</i>

Time of Drill: *\*At least one drill is required to not be during class time*

Date	10/25/2023
Time	9:30am During class time
<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom*

Number of Participants	261
Evacuation Time	9:38am
Comments	2nd & 3rd grade were in the stairwell before the fire alarm and exited the building a few minutes early.

Name of School Principal (or designee):	Dr. Arthur 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	