



**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)	#3/5 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	November 17, 2023
Time	2:17pm
<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 class room*

Number of Participants	
Evacuation Time	2:21:30pm (4.5 minutes)
Comments	Everyone out of building at time of all clear. All doors were closed. Everyone accounted for outside. 5 student's were with different classes but were accounted for.

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. Art Garner