



**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)	#4/5 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	January 10, 2024
Time	10:30pm
<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	10:39am (6 minutes)
Comments	Building was clear of staff and students. Everyone was accounted for. B3 door in basement was left open, all other doors were closed.

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