



EMERGENCY DRILL DOCUMENTATION FORM

School Year 2024-2025

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 Drill

Type of Drill

☒	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
☐	Tornado Safety Drills (2 required in the school year; 1 must be held in March)
☐	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	3/18/25
Time	9:30 AM
☒	During class time
☐	In between classes/during class changes*
☐	Recess or lunch time*
☐	Other time when a significant number of the students are gathered but not in the class room*

Number of Participants	
Evacuation Time	3 1/2 Minutes
Comments	Inform new staff of the "Go Bag" Building was all clear.

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	Dr. Arthur Garner Principal Jeremy Gilford Facilities Leader