



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)	#1 of 3 Lockdown

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)
X	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 4, 2023
Time	10:50am
X	During class time
	In between classes/during class changes*
X	Recess or lunch time*
	Other time when a significant number of the students are gathered but not in the class room*

Number of Participants	300
Evacuation Time	10:50am
Comments	Preschool-Hallway doors were unlocked. Room 301 classroom unlocked. Room 318 door window not covered. Room 314 classroom unlocked. Basement PA system did not work. Facilities team is working to fix. Middle school students in the gym were loud and rowdy. Principal will supervise additional practices with Middle School.

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. Artur Garner Jr. PRINCIPAL