



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)	#2/3 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	December 1, 2023
Time	1:40pm
X	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	265
Evacuation Time	1:44pm
Comments	All lower Elem, Preschool and lower gym all locked and door jams in place. Middle and High school were all cleared and doors locked. All areas were locked with door jams in place and secured. One room (Blue Room) in basement did not hear the Code Red drill announcement. Facilities will work on that issue in the immediate future.

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