



EMERGENCY DRILL DOCUMENTATION FORM
School Year 2022-2023

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| School Campus: | Hope Academy of West Michigan |
| Drill # for the School Year: (Example #2/5 Fire, #1/2 Tornado; 1/3 Lockdown) | #1 of 2 Tornado |

Type of Drill

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| | Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i> |
| X | Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i> |
| | Lock Down <i>(3 required; 1 before December 1 & 1 after January 1)</i> |


Time of Drill: **At least one drill is required to not be during class time*

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| Date | 09/20/2023 |
| Time | 12:11pm during lunch time |
| | 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* |

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| Number of Participants | 287 |
| Evacuation Time | 12:15pm |
| Comments | Basement was all clear, no one in the basement. Upper EL, everyone was sheltered in place, no issues. Lower EL, 3 classroom doors were left open, but they were closed by a BI. Middle school, everyone was sheltered in place, all doors were closed, no issues. Secondary, everyone was sheltered in place in the big gym, no issues. Pre-K, students were a little loud, but everyone sheltered in place, no issues. |

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| Name of School Principal (or designee): | Dr. Arthur Garner |
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| Signature of School Principal |  |
| <i>(If drill is conducted by someone other than the school Principal)</i> | |
| Name and Title of Person Conducting Drill | |