



17350 Hazel Street  
Spring Lake, MI 49456  
Phone 616.844.9961  
Fax 616.844.9941

School Emergency Preparedness Drills Documentation Form  
2016 – 17 School Year

**Name of Reporting School:** West Michigan Academy of Arts & Academics

**Type of Drill (Check One):**

- Fire Drill (5 required)                       Tornado Drill (2 required)  
 Lock Down / Shelter in Place (3 required)                       Medical Emergency Response (1 required)

**Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:**

- Emergency Management Coordinator – Name and Title: \_\_\_\_\_  
 Law Enforcement Official – Name and Title: \_\_\_\_\_  
 Fire Department / Emergency Responder Official – Name and Title: \_\_\_\_\_

Date of Drill: 11/15/16

Time of Drill: 10:30 am

Time to Evacuate / Shelter / Secure Building: >90 seconds for the entire team to respond

Total Participants: 7 members of the CERT Team

Drill Number: 1 of 1

Name and Title of Person(s) Conducting Drill: Tighe Carter – Assistant Director/CERT Coordinator, Cathy Cantu – Director, Whitney Zillmer – Admin Assistant, Courtney Frazine – Interventionist, Jason Cooke – 5<sup>th</sup> Grade Teacher, Jeff Bretz – MS Teacher, Mandy DeBoer – Arts/Drama Teacher

**Remarks:**

The building was notified of a potential medical emergency in the K-1 hall of the building. CERT Team members arrived on the scene to assess the situation, direct a call to 911, direct that the nearest AED be retrieved, and to begin CPR. The drill continued until the AED was retrieved, applied to the mock victim, and the AED directed next steps.

At the end of the drill the team discussed potential scenarios and how to properly address each one. A review of the CERT protocol was also done.

Signature of Emergency Drill Coordinator: Tighe Carter

**Our Mission...** Empowering students to reach their ultimate personal success through the unique integration of Arts and Academics.