

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: 03/09/2017

Time of Drill: 9:00 am

Time to Evacuate / Shelter / Secure Building: approximately 3 minutes

Total Participants: 513

Drill Number: 2 of 2

Name and Title of Person(s) Conducting Drill: Cathy Cantu-Director, Tighe Carter-Asst. Director, Liz Johnson-Admin. Services Coordinator, Whitney Zillmer-Admin. Assistant, Heather Smith-Admin. Asst.

Remarks:

Staff quickly and quietly transitioned students into the tornado safety areas and got the students in the tornado safety position.

Signature of Emergency Drill Coordinator: 