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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: 10/10/2016

Time of Drill: 11:00 am

Time to Evacuate / Shelter / Secure Building: 5 minutes

Total Participants: 508

Drill Number: 3 of 5

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:

Students and staff executed the fire drill in an efficient manner. Students exited the building quickly and quietly while the office personnel swept the building making sure that all rooms were clear. Students that were on the South playground were directed by the recess staff to the North playground and the students on the North playground were aided in lining up by class by the recess staff until their teachers arrived. All students and staff were accounted for on the North playground basketball court.

Signature of Emergency Drill Coordinator: Tighe Carter