

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: 05/05/2017

Time of Drill: 2:00 pm

Time to Evacuate / Shelter / Secure Building: 8 minutes and 30 seconds

Total Participants: 508

Drill Number: 5 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:

This was an unplanned drill. There was some initial confusion that lead to good discussion and feedback regarding our emergency fire protocol. Though the students and staff did not all execute the fire drill as quickly as desired everyone was accounted for with the building being swept to make sure everyone had exited. All students and staff were accounted for on the North playground basketball court.

Signature of Emergency Drill Coordinator: _____

Tighe Carter