



17350 Hazel Street
Spring Lake, MI 49456
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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):

- | | |
|---|--|
| <input type="checkbox"/> Fire Drill (5 required) | <input type="checkbox"/> Tornado Drill (2 required) |
| <input checked="" type="checkbox"/> Lock Down / Shelter in Place (3 required) | <input type="checkbox"/> 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: 1/18/17

Time of Drill: 11:35 am

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

Total Participants: 519

Drill Number: 2 of 3

Name and Title of Person(s) Conducting Drill: Tighe Carter-Asst. Director, Carolyn Gilmore-Arts Coordinator, Whitney Zillmer-Admin. Asst.

Remarks:

Staff, including recess/noon aides quickly and quietly transitioned students into the designated safe areas of their classrooms, shut/locked the door, turned out the lights, and pulled the blinds. All rooms were confirmed secure by the individuals conducting the drill in a timely manner.

Signature of Emergency Drill Coordinator: Tighe Carter