



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)
- Lock Down / Shelter in Place (3 required)
- Tornado Drill (2 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: 11/1/16

Time of Drill: 1:00 pm

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

Total Participants: 510

Drill Number: 1 of 3

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

Remarks:

Staff 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