

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material. One drill shall include security measures of a potentially dangerous individual on or near the school premises. Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 3/29/22 Number of students: 180 ^(no PreK) Number of staff: 35

Time initiated: 12:00 (a.m./p.m.) Time concluded: 12:05 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for: _____ Fire drill number **1 2 3 4 5** for the 2021/2022 school year
 (circle number next to applicable drill)

Tornado drill number **1** (2) for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Jason Miner

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 3/29/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
 The form must be maintained on the school website for at least three years.*

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<i>Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 3/10/22 Number of students: 180 ^{no PK} Number of staff: 35

Time initiated: 12:00 (a.m./p.m.) Time concluded: 12:05 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time <u>K-2</u>	<input type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess <u>3-5</u>
<input checked="" type="checkbox"/> Lunch time <u>6-12g</u>	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)


Fire drill number 1 2 3 **4** 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Jason Minor

Title of person conducting drill: Chief Administrator

Signature or person conducting drill:  Date: 3/10/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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 The form must be maintained on the school website for at least three years.*

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<i>Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 3/1/22 Number of students: 180 - no PK Number of staff: 35

Time initiated: 10:40 (a.m./p.m.) Time concluded: 10:45 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2021/2022 school year

Tornado drill number **(1) 2** for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Jason Miner

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 3/1/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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<i>Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 2/10/22 Number of students: 182 ^(no PK) Number of staff: 35

Time initiated: 11:50 (a.m./p.m.) Time concluded: 12:00 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: This drill was for hazardous material outside the building.

This report is for:
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2021/2022 school year

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Jason

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 2/11/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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 The form must be maintained on the school website for at least three years.*

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 11/3/21 Number of students: 191 Number of staff: 35

Time initiated: 10:47 (a.m./p.m.) Time concluded: 10:52 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

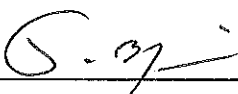
Fire drill number **1 2 (3) 4 5** for the 2021/2022 school year

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Jason Miner

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 11/3/21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
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<i>Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 10/25/21 Number of students: 191 Number of staff: 35

Time initiated: 2:00 (a.m./p.m.) Time concluded: 2:10 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

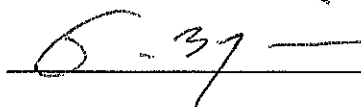
Fire drill number **1 2 3 4 5** for the 2021/2022 school year

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **1 (2) 3** for the 2021/2022 school year

Name of person conducting drill: Jason Miner

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 10.25.21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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<i>Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 10/5/21 Number of students: 192 Number of staff: 35

Time initiated: 9:52 (a.m./p.m.) Time concluded: 9:57 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for: _____ Fire drill number 1 **(2)** 3 4 5 for the 2021/2022 school year
 (circle number next to applicable drill)

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Jason Miner

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 10.5.21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: ~~Fire Dept~~ . Nightwatch Name: central dispatch Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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<i>Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 9/28/21 Number of students: 192 Number of staff: 35

Time initiated: 11:20 (a.m./p.m.) Time concluded: _____ (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

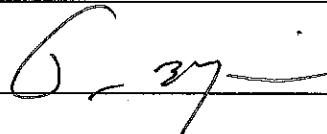
Fire drill number **1 2 3 4 5** for the 2021/2022 school year

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **(1) 2 3** for the 2021/2022 school year

Name of person conducting drill: Jason Miner

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 10.5.21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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<i>Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 9/30/21 Number of students: 192 Number of staff: 35

Time initiated: 8:50 (a.m./p.m.) Time concluded: 8:55 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for: _____ Fire drill number **① 2 3 4 5** for the 2021/2022 school year
(circle number next to applicable drill)

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Jason Miner

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 10.5.21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Night watch Name: central dispatch Title: —

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Heritage Christian Academy

Principal: Melanie Simpson

Date of drill: 4/29/22 Number of students: 194 Number of staff: 35

Time initiated: 10:10 (a.m./p.m.) Time concluded: 10:15 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for: _____ Fire drill number **1 2 3 4 5** for the 2021/2022 school year
 (circle number next to applicable drill)

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Melanie Simpson

Title of person conducting drill: Principal

Signature or person conducting drill: M. Simpson Date: 4/29/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: fire dept. Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
 The form must be maintained on the school website for at least three years.*

EMERGENCY DRILL SCHEDULE 2021-22

School: Heritage Christian Academy
Address: 6312 Quail Run Drive
School Principal/Administrator: Jason Miner
Phone: 269-372-1400
Email: jminer@hcaeagles.org

FIRE DRILLS (5 REQUIRED)

Three of the fire drills shall be held by December 1 of the school year, and 2 shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

Drill Categories -1 (class time) - 2 (Between Classes) - 3 (Lunch) - 4 (Recess) - 5 (Other - Explain)

MONTH	DAY	Year	DRILL TIME	DRILL CATEGORY
✓ Sep	23rd	2021	8:50 AM	Class time (1)
✓ Oct	5th	2021	9:52 AM	Between Classes (2)
✓ Nov	3rd	2021	10:47 AM	Between Classes (2)
✓ March	8th	2022	12:00 PM	Lunch/Recess (3)/(4)
April	22nd	2022	10:10 AM	Recess (4)

TORNADO DRILLS (2 REQUIRED)

These drills shall be conducted for the purpose of preventing injuries caused by severe weather. At least 1 of the tornado safety drills shall be conducted during March of the school year.

Drill Categories -1 (class time) - 2 (Between Classes) - 3 (Lunch) - 4 (Recess) - 5 (Other - Explain)

MONTH	DAY	Year	DRILL TIME	DRILL CATEGORY
✓ March	1st	2022	10:40 AM	Class time (1)
✓ March	29th	2022	12:00 PM	Lunch/Recess (2)

LOCKDOWN DRILLS (3 REQUIRED)

A minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year. At least 1 of these drills shall be conducted by December 1 of the school year, and at least 1 shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill. Drills conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

Drill Categories -1 (class time) - 2 (Between Classes) - 3 (Lunch) - 4 (Recess) - 5 (Other - Explain)

MONTH	DAY	Year	TIME	DRILL CATEGORY
✓ Sept	28th	2021	11:20 AM	Class time (1)
✓ Oct	22nd	2021	1:15 pm	Between Classes (2)
✓ Feb	10th	2022	11:50 AM	Recess (3)/(4)

NOTE: Notification must be given to the Kalamazoo County Office of Emergency Management by September 15. A Copy of this document can be forwarded electronically to clfaul@kalcouny.com or delivered to:

Office of Emergency Management
 Kalamazoo County Sheriff's Department
 1500 Lamont Ave.
 Kalamazoo, MI 49048