Fire

Tornado

# **School Drill Documentation Form**

Number/Schedule

Two - One drill must be completed in March

Five – Three drills must be completed by December 1

Safety/Security	Three – One drill must be co  One drill shall inc				-			
	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.							
	<ul> <li>Seek input from of the drill.</li> </ul>	the administra	tion of the school a	nd local pub	lic safety on the nature			
Note - At least on are gathered but	e of the drills must be conduc not in classrooms.	ted during a lui	nch or recess period	l, or at anotl	ner time when students			
School: Herit	age Christian anie Simpson	Academ	Ч					
Dringingly AAA	ania Simacon	(	J					
Principal: 1000	wite simpson		(no	freK)				
Date of drill: 3/	29/22 N	lumber of stud	ents: <u>1</u> 80	Number	of staff: 35			
	's	_	•					
Time initiated:	2:00 (a.m./p.r	n.) Time o	concluded: <u>12:</u>	05	(a.m./p.m)			
	of the Drill (Check the approp	fate box)						
□ Before school					□ Recess			
Lunch time	□ Assembly		After school		□ Other:			
Remarks:	·							
This repor		Fire drill n	number 1 2 3	4 <b>5</b> for	the 2021/2022 school year			
(di de nambei next	о аррисаме сину	Tornado drill number $1$ $(2)$ for the 2021/2022 school year						
		Safety/Securi	ty drill number 1	<b>2 3</b> for	the 2021/2022 school year			
Name of person ço	nducting drill: <u>Jason</u>	Miner						
Title of person con	ducting drill: <u>Admi'n</u>	istrator						
	All and the second seco	Manus and						
Signature or perso	n conducting drill:	-0)	b ages to the end	D	ate: $3/29/22$			
	dinated with agencies such a	•						
Agency:		Name:		Title	:			
Agency:		Name		T:Al a				
				Hue				

Type of Drill

Safety/Security

Fire

Tornado

# **School Drill Documentation Form**

Three – One drill must be completed prior to December 1 and one after January 1

Five - Three drills must be completed by December 1

Two – One drill must be completed in March

the release of a l  One drill shall inc  near the school	clude security measures that are appropinazardous material. clude security measures of a potentially operated in the security measures of the school and local	dangerous individual on or
Note - At least one of the drills must be conductor are gathered but not in classrooms.	ted during a lunch or recess period, or at	another time when students
ichool: Heritage Christian 1	Academy	
Principal: Melanie Simpsor	1	
Date of drill: 3/8/22N	んの PK Number of students: <u>「多の</u> Nu	umber of staff: 35
Fime initiated: 12:00 (a.m.(p.r	Time concluded: 12:05	(a.m./p.m)
Situation at Start of the Drill (Check the approp	riate box)	
☐ Before school ☐ During class time		₽ Recess 3-5
Lunch time 6-120 □ Assembly	□ After school	□ 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)	rife di ili fidilibei 1 2 3 (4)	of the 2021/2022 school year
, , ,	Tornado drill number 1	2 for the 2021/2022 school year
	Safety/Security drill number 1 2	·
Name of person conducting drill: <u>Jason</u>	Minor	
Fitle of person conducting drill: Chief	Administrator	
Signature or person conducting drill:	-37	Date: _3/10/22
f the drill was coordinated with agencies such a agency, official's name, and title.	as law enforcement, fire department, or	emergency management, list the
Agency:	Name:	_Title:
Agency:	Name:	_Title:
Agency:	Name:	_ Title:

Type of Drill

Safety/Security

Fire

Tornado

# **School Drill Documentation Form**

Three – One drill must be completed prior to December 1 and one after January 1

Five – Three drills must be completed by December 1

Two – One drill must be completed in March

	<ul> <li>the release of a hazardo</li> <li>One drill shall include so near the school premise</li> <li>Seek input from the address of the drill.</li> </ul>	ous material. ecurity measures of a potentialles. ministration of the school and k	ocal public safety on the nature
Note - At least one are gathered but no	of the drills must be conducted dur	ring a lunch or recess period, or	at another time when students
School: Herif	age Christian Acad	lemy	
	nie Simpson	φ.D.;	
Date of drill: $3/1$	Number	of students: 180 - PK	Number of staff: <u>35</u>
Time initiated: <u>10</u>	: 40 (a.m./p.m.)	Time concluded: 10:45	(a.m)./p.m.)
	of the Drill (Check the appropriate bo		
☐ Before school☐ Lunch time	□ During class time □ Assembly	□ Passing time □ After school	□ Recess □ Other:
☐ Lunch time	Assembly	□ After school	□ Other:
This report (circle number next to	applicable drill)	Tornado drill number 1	<ul> <li>5 for the 2021/2022 school year</li> <li>2 for the 2021/2022 school year</li> <li>3 for the 2021/2022 school year</li> </ul>
Name of person con	ducting drill: <u>Jason Min</u>	er	
Title of person cond	ucting drill: <u>Administrat</u>	or	
Signature or person	conducting drill:		Date: <u>3/1/22</u> or emergency management, list the
		e:	Title:
			Title:
			Title:

Type of Drill

Safety/Security

Fire Tornado

# **School Drill Documentation Form**

Three – One drill must be completed prior to December 1 and one after January 1

Five – Three drills must be completed by December 1

Two – One drill must be completed in March

	<ul> <li>One drill shall include the release of a h</li> </ul>		ty measures that are appr naterial	opriate	to an emergency such as			
			ty measures of a potentia	lly dange	erous 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.							
		ed during a	lunch or recess period, o	r at anot	ther time when students			
are gathered but not in	ciassrooms.							
School: Heritage	Christian Ac	adeni	<u> </u>					
Principal: <u>Melani</u>		· ~						
	•		(no P	γK)				
Date of drill: $\frac{2/10/}{}$	22 N	umber of s	tudents: 182	Numbe	er of staff: 35			
Time initiated: <u>11:50</u>	(a.m)./p.m	n.) Tin	ne concluded: 12:0	0	(a.m./p.m.)			
Situation at Start of the	Drill (Check the appropr	iate box)						
□ Before school	□ During class time		□ Passing time		■ Recess			
	□ Assembly	<del></del> -	□ After school		□ Other:			
Remarks: This d	rill was for	haza	rdous materi	alo	utside the			
building.								
This report is fo	p· ·	Eiro de	ill number 1 2 3 4	L <b>5</b> fo	r the 2021/2022 school year			
(circle number next to applic		THEGI	iii iidiibei 1 2 3 4		i the 2021/2022 school year			
			Tornado drill number 1	. <b>2</b> fo	r the 2021/2022 school year			
		Safety/Se	curity drill number 1 2	( <b>3</b> ) fo	or the 2021/2022 school year			
Name of person conduct	ing drill: Jason							
· Title of person conductin	<b>A</b> .	trata	<u> </u>					
nide of person conductin	g unit. 7 tochtritis		1					
Signature or person cond	ducting drill	27_	<b>\</b>		Date: 2/11/22			
		ι			• • • • • • • • • • • • • • • • • • • •			
If the drill was coordinate agency, official's name, a		s law enfor	cement, fire department,	or eme	rgency management, list the			
Agency:		_ Name:		Titl	e:			
Agency:		_Name:		Titl	e:			
Agency:		_ Name:		Titl	e:			

Fire Tornado

#### **School Drill Documentation Form**

Number/Schedule

Five – Three drills must be completed by December 1

Two - One drill must be completed in March

Safety/Security  Note - At least on	<ul><li>the release of</li><li>One drill shall near the school</li></ul>	include securi a hazardous n include securi ol premises. m the adminis	ty measures that are an naterial. ty measures of a poten stration of the school ar	opropriate tially dang nd local pu	to an emergency sue rous individual on blic safety on the na	or ature
	not in classrooms.					
School: <u>Herit</u>	age Christian /	Academi	<del>]</del>			
Principal: <u>Me (</u>	anie Simpson					
Date of drill: 11 /	3/21	_ Number of s	tudents: 191	Numbe	er of staff: 35	
Γime initiated: $\underline{l}$	0:47 (a.m.)	p.m.) Tin	ne concluded: <u>lo:S</u>	2	(a.m./p.m.)	
2 1 1 12 22 4121 2 2 2 2 1 1 1 2 2 2	of the Drill (Check the appr	417.1.27.73		// / distance		E de Araba de la Araba de Arab
□ Before schoo		ne	☐ Passing time		□ Recess	
□ Lunch time	□ Assembly		□ After school		□ Other:	
Remarks:		· • • · · · · · · · · · · · · · · · · ·				
This repo		Fire dr	rill number <b>1 2 (3</b> )  Tornado drill number			
		Safety/Se	curity drill number 1	<b>2 3</b> fo	or the 2021/2022 sc	hool year
Name of person co	onducting drill: <u>Jas on</u>	Miner				
Title of person con	educting drill: Adminis	strator				
Signature or perso		- 37			Date: 11 /3 /21	t, list the
agency, official's n	·			·	- , -	
Agency:	CLIMP IIII	Name:		Titl	e:	
Agency:		Name:		Titl	e:	
Agency:		Name:		Titl	e:	

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.

7/2021

Fire

Tornado

# **School Drill Documentation Form**

Number/Schedule
Five – Three drills must be completed by December 1

Two – One drill must be completed in March

Safety/Security	Inree			ty measures that are approprie	'			
		the release of a		ty measures that are appropria naterial	te to an emergency such as			
				ty measures of a potentially da	ngerous individual on or			
	near the school premises.							
		<ul> <li>Seek input from</li> </ul>	the adminis	stration of the school and local p	oublic safety on the nature			
		of the drill.						
	-		ted during (	a lunch or recess period, or at ar	nother time when students			
are gathered but	not in	ciassrooms.						
ichool: <u>Heritz</u>	ige (	Christian Ac	ademy					
rincipal: <u>Me</u>	lanie	Simpson						
		•						
Date of drill:	125/	21^	lumber of s	tudents: <u>(9)</u> Num	ber of staff: <u>35</u>			
ime initiated:	2:00	(a.m./p.r	ຫຼີ) Tin	ne concluded: 2:10	(a.m./p(.m))			
Situation at Star	t of the	<b>Drill</b> (Check the approp	riaté box)					
□ Before school	ol	✓ During class time		☐ Passing time	□ Recess			
☐ Lunch time		□ Assembly		☐ After school	□ Other:			
Remarks:								
This repo			Fire dr	rill number 1 2 3 4 5	for the 2021/2022 school year			
(circle number nex	t to applica	able drill)		Tamada dell'usumbas 1 3	for the 2024/2022 b l			
				Tornado drill number 1 2	for the 2021/2022 school year			
			Safety/Se	curity drill number $1 (2) 3$	for the 2021/2022 school year			
Name of person c	onducti	ng drill: <u>Jason</u> 1	Miner					
Fitle of person co	nductin	g drill: <u>Admini</u> s	strator	ar-				
•				•••				
Signature or nerse	nn cond	ucting drill:	31	Property and Prope	Date: 10.25.21			
agnatare or perso	JII CO110	duling drilli			Dutc.			
f the drill was cod agency, official's r			as law enfor	cement, fire department, or en	nergency management, list the			
Agency:			Name:		itle:			
					Title:			
					Title:			

Five – Three drills must be completed by December 1

Type of Drill

Fire

# **School Drill Documentation Form**

	1 wo – One ariii mus			1						
Safety/Security										
	One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.  One drill shall include acquire measures of a natasticilly department in dividual and a security measures of a natasticilly department in dividual and a security measures of a natasticilly department in dividual and a security measures of a natasticilly department in dividual and a security measures of a natasticilly department in dividual and a security measures.									
		One drill shall include security measures of a potentially dangerous individual on or page the school promises.								
	near the school premises.  • Seek input from the administration of the school and local public safety on the nature									
	of the d			, , , , , , , , , , , , , , , , , , , ,						
	ne of the drills must b not in classrooms.	e conducted during	ı a lunch or recess period, or	r at another time when students						
School: <u>Herit</u>	age Christi	in Academ	<u></u>							
Principal: Me	lanie Simps	on								
				Number of staff: 35						
Γime initiated:	9:52	(a.m)/p.m.) T	ime concluded: 9:57	(a.m)/p.m.)						
Situation at Star	t <b>of the Drill</b> (Check th	e appropriate box								
☐ Before school	* - 1 9 * 0 * - 12 * 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2 14 11 2 14 14 1 1 1 1 1 1 1 1 1 1 1 1	✓ Passing time	□ Recess						
□ Lunch time	□ Assembly		☐ After school	□ Other:						
Remarks:										
veillai ks.										
This repo		Fire o	drill number 1 (2) 3 4	<b>5</b> for the 2021/2022 school year						
This repo	ort is for: t to applicable drill)	Fire o	0	<ul><li>5 for the 2021/2022 school year</li><li>2 for the 2021/2022 school year</li></ul>						
This repo			Tornado drill number 1							
This repo		Safety/S	Tornado drill number 1 ecurity drill number 2	<b>2</b> for the 2021/2022 school year						
This repo (circle number nex Name of person c	t to applicable drill)	Safety/S Son Minel	Tornado drill number 1 ecurity drill number 2	<b>2</b> for the 2021/2022 school year						
This repo (circle number nex Name of person co Fitle of person co	t to applicable drill)  onducting drill: <u>Ja</u>	Safety/S Son Minel	Tornado drill number 1 ecurity drill number 2	<b>2</b> for the 2021/2022 school year						
This repo (circle number nex Name of person co Fitle of person co Signature or perso	onducting drill:anducting drill:a	Safety/S Son Mines ministrato	Tornado drill number 1 2	2 for the 2021/2022 school year 3 for the 2021/2022 school year						
This repo (circle number nex Name of person co Fitle of person co Signature or person f the drill was coo agency, official's n	onducting drill:a nducting drill:a on conducting drill: ordinated with agenciname, and title.	Safety/S Son Mines ministrato Ministrato es such as law enfo	Tornado drill number 1 2  ecurity drill number 1 2	for the 2021/2022 school year  for the 2021/2022 school year  Date:						
This repo (circle number nex Name of person co Fitle of person co Signature or person f the drill was coo agency, official's n	onducting drill:a nducting drill:a on conducting drill: ordinated with agenciname, and title.	Safety/S Son Mines ministrato Ministrato es such as law enfo	Tornado drill number 1 2  ecurity drill number 1 2	2 for the 2021/2022 school year 3 for the 2021/2022 school year  Date: 10_S_Z(						

Fire

Tornado

# **School Drill Documentation Form**

Number/Schedule
Five – Three drills must be completed by December 1

Two – One drill must be completed in March

Safety/Security	Inree – One ariii must be a					•	
		nclude security		hat are ap	propriate	to an emerg	ency such as
		a hazardous ma					
One drill shall include security measures of a potentially dangerous individual on or							
	near the schoo	•					
		n the administr	ation of the	school an	d local pu	blic safety or	the nature
01-1 011	of the drill.						
	ne of the drills must be condu	ucted during a l	unch or rece	ess period,	or at ano	ther time wh	en students
are gatnerea but	not in classrooms.						
ichool: Heri-	tage Christian A	cademy					
Principal: <u>Me</u>	tage Christian Ad lanie Simpson					<del>-</del> ··	
Date of drill: <i>9/</i>	28/21	Number of stu	dents: <u>l</u>	92	Numbe	er of staff:	35
ime initiated:	11:20 {a.m./p	o.m.) Time	: concluded			(a.m./p.	m.)
Situation at Star	t of the Drill (Check the appro	priate box)		41-6 (		Andreas Agricultural St.	
□ Before schoo	ol 💢 During class tim	е	□ Passing	time		□ Recess	
<ul> <li>Lunch time</li> </ul>	☐ Assembly	(	□ After sc	hool		□ Other:	
Remarks:		· · · · · · · · · · · · · · · · · · ·					
This repo	ort is for:	Fire drill	numbar 1	<b>7</b> 3	1 5 fo	 or the 2021/2	.022 school year
•	t to applicable drill)	riie dilii	number 1	. 2 3	4 3 10	11 the 2021/2	.022 SCHOOL Year
·		T	Tornado drii	l number	<b>1 2</b> fc	r the 2021/2	.022 school year
				~		•	-
		Safety/Secu	rity drill nu	mber 1	2 3 fc	r the 2021/2	2022 school year
Name of person c	onducting drill: <u>Jason</u>	Miner					
Title of person co	nducting drill: <u>Admini</u>	strator					·
			•				
Signature or perso	on conducting drill:	-37-				Date: <u>[[</u>	2.5.21
f the drill was coo agency, official's r	ordinated with agencies such	n as law enforce	ement, fire o	departmer	it, or eme	rgency mana	gement, list the
Agency:		Name:		<u>-</u>	Titl	e:	
Agency:	0.1.1.00	Name:			Titl	e:	

Five – Three drills must be completed by December 1

Two – One drill must be completed in March

Type of Drill

Safety/Security

Fire Tornado

# **School Drill Documentation Form**

Three – One drill must be completed prior to December 1 and one after January 1

:	<ul> <li>the release of a hazardo</li> <li>One drill shall include se near the school premise</li> </ul>	ous material. ecurity measures of a potentials. es.	ropriate to an emergency such as ally dangerous individual on or local public safety on the nature
	e drills must be conducted dur	ing a lunch or recess period, c	or at another time when students
are gathered but not in	classrooms.		
School: Heritage	Christian Acade	my	
<b>A.</b> ()	Christian Acade e Simpson		
Principal: <u>Melani</u>	2 Simpson		
Date of drill: $9/30/$	21 Number	of students: 192	_ Number of staff:
Time initiated: $9:5$	(a.m)/p.m.)	Time concluded: 8:	5 <i>5</i> (a.m./p.m.)
Situation at Start of the	<b>Drill</b> (Check the appropriate box		
□ Before school	During class time	□ Passing time	□ Recess
□ Lunch time	□ Assembly	□ After school	□ Other:
Remarks:			
This report is for (circle number next to applic		re drill number 1 2 3 4	<b>5</b> for the 2021/2022 school year
		Tornado drill number 1	<b>2</b> for the 2021/2022 school year
	Safety	//Security drill number 1 2	2 3 for the 2021/2022 school year
Name of person conduct	ng drill: <u>Jason Mi'n</u>	er	
Title of person conductin	g drill: <u>Administrat</u>	or	
Signature or person cond			Date: [0, 5, 2]
If the drill was coordinate agency, official's name, a		/ nforcement, fire department	, or emergency management, list the
Agency: Niahtwa	tch Name	: central dispatch	Title:
			Title:
			Title:

Fire

Tornado

# **School Drill Documentation Form**

Number/Schedule

Five - Three drills must be completed by December 1

Two - One drill must be completed in March

the release of a hazardous mate  One drill shall include security near the school premises.  Seek input from the administration of the drill.  Note - At least one of the drills must be conducted during a land	neasures that are appropriate to an erial. neasures of a potentially dangerous in the school and local public sa	emergency such as individual on or fety on the nature
are gathered but not in classrooms.		
school: Heritage Christian Academ	<u>y</u>	
Principal: Melanie Simpson		
Date of drill: $\frac{4/29/22}{}$ Number of stud	ents: 194 Number of st	aff: <u>35</u>
Time initiated: (D; 10 (a.m./p.m.) Time o	concluded: 10115 (6	i.m/p.m.)
Situation at Start of the Drill (Check the appropriate box)		
□ Before school		Recess Other:
Remarks:		
(circle number next to applicable drill)		2021/2022 school year
		2021/2022 school year
Safety/Securi	ty drill number 1 2 3 for the 2	2021/2022 school year
Name of person conducting drill: I've lanie Si'mp	<u>50N</u>	
Title of person conducting drill:		
Signature or person conducting drill: MS m pion	Date:	4/29/22
If the drill was coordinated with agencies such as law enforcen agency, official's name, and title.	nent, fire department, or emergency	management, list the
Agency: <u>frà dept.</u> Name:	Title:	,, , <u>, , , , , , , , , , , , , , , , , </u>
Agency: Name:	Title:	
Agency: Name:	Title:	

#### **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 <a href="mailto:clfaul@kalcounty.com">clfaul@kalcounty.com</a> or delivered to:

Office of Emergency Management

Kalamazoo County Sheriff's Department 1500 Lamont Ave. Kalamazoo, MI 49048