



LIGHTHOUSE ACADEMY

EMERGENCY DRILL DOCUMENTATION FORM

School Year 2024-2025

School Campus:	Lighthouse Academy – Ottawa JDC
Drill # for the School Year: (Example #2/5 Fire, #1/2 Tornado; 1/3 Lockdown)	1/3 Lockdown

Type of Drill

	Fire Drill (<i>5 required; 3 drills in the fall, 2 in the remaining school year</i>)
	Tornado Safety Drills (<i>2 required in the school year; 1 must be held in March</i>)
X	Lock Down (<i>3 required; 1 before December 1 & 1 after January 1</i>)

Time of Drill:

**At least one drill is required to not be during class time*

Date:	9/9/24
Time:	2:00 p.m.
X	During class time
	In between classes/during class changes*
	Recess or lunch time*
	Other time when a significant number of the students are gathered but not in the class room*

Number of Participants:	11
Evacuation Time:	No evacuation, students situated in less than 1 min
Comments:	Lock down is to stay in class in safe space.

Name of School Principal (or designee):	Yax
Signature of School Principal:	<i>Lucas Yax</i>
<i>(If drill is conducted by someone other than the school Principal)</i>	
Name and Title of Person Conducting Drill:	Lucas Yax