



# LIGHTHOUSE ACADEMY

## EMERGENCY DRILL DOCUMENTATION FORM

School Year 2024-2025

School Campus: Lighthouse Academy – Ottawa JDC

Drill # for the School Year: 3/3 Lockdown

(Example #2/5 Fire, #1/2 Tornado; 1/3  
Lockdown)

### Type of Drill

Fire Drill *(5 required; 3 drills in the fall, 2 in the remaining school year)*

Tornado Safety Drills *(2 required in the school year; 1 must be held in March)*

X Lock Down *(3 required; 1 before December 1 & 1 after January 1)*

Time of Drill:

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

Date: 4/7/25

Time: 1p

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: 12

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



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Signature of School Principal: *Lucas Yax*

*(If drill is conducted by someone other than the school Principal)*

Name and Title of Person                      Lucas Yax  
Conducting Drill: