School Drill Documentation

| Fire Five drills - Three must be completed by December 1 Tornado Two drills - One must be completed in March Safety/Security Three drills - One must be completed in March 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: Lighthouse Academy South Principal: Stacey Martinez | Type of Drill | Number/Schedule | | | | | |
|---|---|---|---------------|--|------------|---------------------|--|
| Safety/Security Three drills – One must be completed prior to December 1 and one after January 1 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: Lighthouse Academy South Principal: Stacey Martinez Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 Qa.m p.m. Time concluded 11:58 Qa.m p.m. Situation at Start of the Drill (Check the appropriate box) Before school During class time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: Fire drill number 1 2 3 4 5 for the 2025-2026 school year (check box next to applicable drill) Tornado drill number 1 2 for the school year school year | Fire | Five drills – Three must be completed by December 1 | | | | | |
| 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: Lighthouse Academy South Principal: Stacey Martinez Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 Ja.m p.m. Time concluded 11:58 Ja.m p.m. Situation at Start of the Drill (Check the appropriate box) Before school Jouring class time Passing time Recess Lunch time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: (check box next to applicable drill) Tornado drill number 1 2 for the school year school year Safety/Security drill number 1 2 for the school year school year | Tornado | Two drills – One must be completed in March | | | | | |
| 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: Lighthouse Academy South | Safety/Security | Three drills – One must be completed prior to December 1 and one after January 1 | | | | | |
| 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: Lighthouse Academy South Principal: Stacey Martinez Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 Qa.m \ p.m. Time concluded 11:58 Situation at Start of the Drill (Check the appropriate box) Before school During class time Passing time Recess Lunch time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: (check box next to applicable drill) Fire drill number \ 1 \ 2 \ 3 \ 4 \ 5 \ for the \ 2025-2026 \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ school year \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ Safety/Security \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ Safety/Security \ Safety/Security drill number \ 1 \ 2 \ 3 \ for the \ Safety/Security \ Safe | | One drill shall include security measures that are appropriate to an emergency, such as the release | | | | | |
| 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: Lighthouse Academy South Principal: Stacey Martinez Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 [] a.m | | | | | | | |
| 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: Lighthouse Academy South Principal: Stacey Martinez Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 Ja.m p.m. Time concluded 11:58 Ja.m p.m. Situation at Start of the Drill (Check the appropriate box) Before school During class time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: (check box next to applicable drill) Fire drill number 1 2 3 4 5 for the 2025-2026 school year Safety/Security drill number 1 2 3 for the school year school year | | | | | | | |
| 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: Lighthouse Academy South | | · · · · · · · · · · · · · · · · · · · | | | | | |
| School: Lighthouse Academy South | | | | | | | |
| School: Lighthouse Academy South Principal: Stacey Martinez Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 | · · · · · · · · · · · · · · · · · · · | | | | | | |
| Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 | are gathered but not in classiforms. | | | | | | |
| Date of drill: 10/8/2025 Number of students: 107 Number of Staff: 39 Time initiated: 11:55 | | | | | | | |
| Time initiated: 11:55 | School: Lighthouse Academy South Principal: Stacey Martinez | | | | | | |
| Time initiated: 11:55 | | | | | | | |
| Situation at Start of the Drill (Check the appropriate box) Before school During class time Passing time Recess Lunch time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: Fire drill number 1 2 3 4 5 for the 2025-2026 school year (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | Date of drill: 10/8/2025 | | Number of stu | Number of students: 107 | | Number of Staff: 39 | |
| Situation at Start of the Drill (Check the appropriate box) Before school During class time Passing time Recess Lunch time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: Fire drill number 1 2 3 4 5 for the 2025-2026 school year (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | | | | | | | |
| Before school During class time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: (check box next to applicable drill) Fire drill number 1 2 3 4 5 for the 2025-2026 school year (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | Time initiated: 11:55 | | | | | | |
| Before school During class time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: (check box next to applicable drill) Fire drill number 1 2 3 4 5 for the 2025-2026 school year (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | | | | | | | |
| Lunch time Assembly After school Other: Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: (check box next to applicable drill) Fire drill number 1 2 3 for the school year Safety/Security drill number 1 2 3 for the school year | Situation at Start of the Drill (Check the appropriate box) | | | | | | |
| Remarks: All staff and students were in their designated areas as well as the all clear given within 3 minutes. This report is for: (check box next to applicable drill) Fire drill number 1 2 3 4 5 for the 2025-2026 school year Tornado drill number 1 2 for the school year Safety/Security drill number 1 1 2 3 for the school year | ☐ Before school ☑ During class ti | | time | ☐ Passing time | Recess | | |
| This report is for: (check box next to applicable drill) Fire drill number 1 2 3 4 5 for the 2025-2026 school year (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | ☐ Lunch time ☐ Assembly | | | After school | Other: | | |
| This report is for: (check box next to applicable drill) Fire drill number 1 2 3 4 5 for the 2025-2026 school year (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | Democker All staff and students were in their designated erges as well as the all slear siven within 2 minutes | | | | | | |
| (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | Remarks. All staff and students were in their designated areas as well as the all clear given within 5 minutes. | | | | | | |
| (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | | | | | | | |
| (check box next to applicable drill) Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | | | | | | | |
| Tornado drill number 1 2 for the school year Safety/Security drill number 1 2 3 for the school year | | | | | | school year | |
| · · · · · · · · · · · · · · · · · · · | (check box next to | applicable drill) | Т | Tornado drill number 1 2 for the school year | | | |
| · · · · · · · · · · · · · · · · · · · | Safety/Security drill number 11 12 13 for the | | | | | | |
| Name of person conducting drill: Stacey Martinez | | | oalety/oecum | ıy anılı namber 1 2 3 | • 101 tile | school year | |
| · · · · · · · · · · · · · · · · · · · | Name of person of | onducting drill: Stacey Ma | artinez | | | | |
| | | | | | | | |

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

Name: _____

Title of person conducting drill: Senior School Leader

Signature or person conducting drill:

Agency:

 Agency:
 Name:
 Title:

 Agency:
 Name:
 Title:

Date: 10-08-2025

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.

School Drill Observation Tool

| Problems Encountered (Check all that apply) | | | | | |
|---|---|--|--|--|--|
| ☐ Congestion in hallways | Radio communication problems | | | | |
| ☐ Alarm not heard | ☐ Network/computer problems | | | | |
| Students unsure of proper procedures | ☐ Weather-related problems | | | | |
| Staff unsure of proper procedures | ☐ Noise impedes communications | | | | |
| Use of personal technologies by students | ☐ Students not out of sight (safety/security drill) | | | | |
| Use of personal technologies by staff | Long time to evacuate building | | | | |
| ☐ Unable to lock doors | Frightened students (safety/security drill) | | | | |
| ☐ Windows not covered | ☐ Improper or unavailable supplies | | | | |
| ☐ Windows left open | Confusion | | | | |
| ☐ Doors left open | ☐ Doors or exits blocked | | | | |
| Difficulties with evacuation of students or staff with disabilities | Transportation issues | | | | |
| Staff and adults unaccounted for | ☐ Interagency communication issues | | | | |
| Students unaccounted for | ☐ Incident command problems ☐ Other: | | | | |
| Staff not serious about drill | Other. | | | | |
| ☐ Students not serious about drill | | | | | |
| | | | | | |
| Weather Conditions | | | | | |
| ☑ Clear | ☐ Windy | | | | |
| Cloudy | ☐ Snow/Sleet | | | | |
| Raining | ☐ Hot (above 80 degrees) | | | | |
| Rain and wind | Cold (10 to 40 degrees) | | | | |
| | | | | | |
| Diana faulumususmant | | | | | |
| Plans for Improvement | | | | | |
| ☐ Additional staff training | ☐ Cooperative planning with responders | | | | |
| Additional student training | Revised emergency procedures | | | | |
| Address need for additional equipment | Improved communication | | | | |
| ☐ Improved emergency supplies | Other: | | | | |
| | | | | | |
| Additional Comments | | | | | |
| The drill went as planned. | | | | | |
| The dilli wellt as planned. | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |