

School Drill Documentation

Type of Drill	Number/Schedule
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 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 ☒ a.m. ☐ p.m. Time concluded 11:58 ☒ a.m. ☐ p.m.

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

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Stacey Martinez

Title of person conducting drill: Senior School Leader

Signature or person conducting drill:  Date: 10-08-2025

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.*

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 |
| ☐ 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) |

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.