



LIGHTHOUSE ACADEMY

EMERGENCY DRILL DOCUMENTATION FORM

School Year 2022-2023

School Campus:	Ottawa JDC
Drill # for the School Year: (Example #2/5 Fire, 1/2 Tornado; 1/3 Lockdown)	2/3 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:	1/17/23
Time:	2p
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*

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