



LIGHTHOUSE ACADEMY

EMERGENCY DRILL DOCUMENTATION FORM

School Year 2023-2024

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| School Campus: | Lighthouse Academy – Ottawa JDC <i>12120 Fillmore St West Olive, MI 49460</i> |
| Drill # for the School Year: (Example #2/5 Fire, #1/2 Tornado; 1/3 Lockdown) | 2 of 3 Lockdown |

Type of Drill

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|---|---|
| | 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*

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|-------|--|
| Date: | 2/21/24 |
| Time: | 12:30p |
| 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* |
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| Number of Participants: | 18 |
| Evacuation Time: | N/A |
| Comments: | Detention Centers have staff talk about the evacuation process due to Safety/Security |

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