



# LIGHTHOUSE ACADEMY

## EMERGENCY DRILL DOCUMENTATION FORM

School Year 2023-2024

School Campus:	Lighthouse Academy – South 3330 36 <sup>th</sup> St SE Grand Rapids, MI 49512
Drill # for the School Year: (Example #2/5 Fire, #1/2 Tornado; 1/3 Lockdown)	<b>Fire Drill</b> <b>#1/5</b>

### Type of Drill

<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 must be held in March)
<input type="checkbox"/>	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:	08.30.2023
Time:	10:00 AM
<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the class room*

Number of Participants:	127
Evacuation Time:	4 minutes 23 seconds
Comments:	

Name of School Principal (or designee):	<b>Stacey Martinez</b>
Signature of School Principal:	<i>Stacey Martinez</i>
<i>(If drill is conducted by someone other than the school Principal)</i>	
Name and Title of Person Conducting Drill:	<i>Sheri NASH, OFFICE MANAGER</i>