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 Cedar Springs Principal: Ronda Dyer

Date of drill: 11-10-2026 Number of students: 5 Number of Staff: 6

Time initiated: 9:30 ☑ a.m ☐ p.m. Time concluded 9:32 ☑ 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: Drill went well.

This report is for:
(check box next to applicable drill)

Fire drill number ☐1 ☑2 ☐3 ☐4 ☐5 for the 2026-2027 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: John Lloyd

Title of person conducting drill: Behavior Interventionist

Signature or person conducting drill: JL RD Date: 11-10-2026

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
- ☐ Alarm not heard
- ☐ Students unsure of proper procedures
- ☐ Staff unsure of proper procedures
- ☐ Use of personal technologies by students
- ☐ Use of personal technologies by staff
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☐ Doors left open
- ☐ Difficulties with evacuation of students or staff with disabilities
- ☐ Staff and adults unaccounted for
- ☐ Students unaccounted for
- ☐ Staff not serious about drill
- ☐ Students not serious about drill
- ☐ Radio communication problems
- ☐ Network/computer problems
- ☐ Weather-related problems
- ☐ Noise impedes communications
- ☐ Students not out of sight (safety/security drill)
- ☐ Long time to evacuate building
- ☐ Frightened students (safety/security drill)
- ☐ Improper or unavailable supplies
- ☐ Confusion
- ☐ Doors or exits blocked
- ☐ Transportation issues
- ☐ Interagency communication issues
- ☐ Incident command problems
- ☑ Other: Drill went well.

Weather Conditions

- ☑ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hot (above 80 degrees)
- ☐ Cold (10 to 40 degrees)

Plans for Improvement

- ☐ Additional staff training
- ☐ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☐ Revised emergency procedures
- ☐ Improved communication
- ☐ Other: _____

Additional Comments

The drill went well.