



LIGHTHOUSE ACADEMY

EMERGENCY DRILL DOCUMENTATION FORM School Year 2022-2023

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| School Campus: | Ottawa JDC |
| Drill # for the School Year: (Example #2/5 Fire, 1/2 Tornado; 1/3 Lockdown) | 1/5 Fire |

Type of Drill

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|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i> |
| <input type="checkbox"/> | Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i> |
| <input type="checkbox"/> | 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: | 8/30/22 |
| Time: | 10a |
| <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* |

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|---|-----|
| 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 |