



LIGHTHOUSE ACADEMY

EMERGENCY DRILL DOCUMENTATION FORM

School Year 2024-2025

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| School Campus: | Lighthouse Academy – Muskegon The Port 205 East Apple Ave Muskegon, MI 49442 |
| Drill # for the School Year: (Example #2/5 Fire, #1/2 Tornado; 1/3 Lockdown) | #1/2 Tornado Drill |

Type of Drill

| | |
|---|---|
| | Fire Drill <i>(5 required; 3 drills in the fall, 2 in the remaining school year)</i> |
| X | Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i> |
| | 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: | 3/25/2025 |
| Time: | 2:00 PM |
| 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* |

| | |
|-------------------------|-----|
| Number of Participants: | 20 |
| Evacuation Time: | N/A |
| Comments: | |

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