

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 South Principal: Stacey Martinez

Date of drill: 08/21/2025 Number of students: 149 Number of Staff: 33

Time initiated: 2:17 ☐ a.m. ☒ p.m. Time concluded 2:20 ☐ 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: All staff and students were in their assigned areas as well as the "all clear" given within 3 minutes.

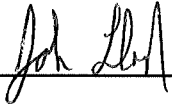
This report is for: Fire drill number ☒1 ☐2 ☐3 ☐4 ☐5 for the 2025-2026 school year
(check box next to applicable drill)

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 and Kimo Smith-Cox

Title of person conducting drill: Behavior Interventionist

Signature or person conducting drill:   Date: 08-21-2025

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

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	