

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: 11/6/2025 Number of students: 87 Number of Staff: 28

Time initiated: 9:50 ☒ a.m. ☐ p.m. Time concluded 9:53 ☒ 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:

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

Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the _____ 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: Stacey Martinez

Title of person conducting drill: Senior School Leader

Signature or person conducting drill:  Date: 11/6/2025

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
☐ 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: _____ |
|---|--|

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 as planned with staff and students.