



# LIGHTHOUSE ACADEMY

## EMERGENCY DRILL DOCUMENTATION FORM School Year 2023-2024

|                                                                                    |                                                                                   |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| School Campus:                                                                     | Lighthouse Academy - Community Building<br>1161 W Southern Ave Muskegon, MI 49441 |
| Drill # for the School Year:<br>(Example #2/5 Fire, #1/2 Tornado;<br>1/3 Lockdown) | # 2/5 fire                                                                        |

### Type of Drill

|                                     |                                                                                |
|-------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)  |
| <input type="checkbox"/>            | Tornado Safety Drills (2 required in the school year; 1 must be held in March) |
| <input type="checkbox"/>            | Lock Down (3 required; 1 before December 1 & 1 after January 1)                |

### Time of Drill:

*\*At least one drill is required to not be during class time*

|                                     |                                                                                              |
|-------------------------------------|----------------------------------------------------------------------------------------------|
| Date:                               | 9/04/2024                                                                                    |
| Time:                               | 9:00am                                                                                       |
| <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* |

|                         |              |
|-------------------------|--------------|
| Number of Participants: | 18           |
| Evacuation Time:        | 1 Min 30 Sec |
| Comments:               |              |

|                                                                           |                |
|---------------------------------------------------------------------------|----------------|
| Name of School Principal<br>(or designee):                                | Sheree NASH    |
| Signature of School<br>Principal:                                         | Sheree Nash    |
| <i>(If drill is conducted by someone other than the school Principal)</i> |                |
| Name and Title of Person<br>Conducting Drill:                             | Kasi Kriger BI |