

Great Lakes Academy
 School Year _____ 2023-2024 _____
Emergency Drills Log Form

Post completed emergency drill log within 30 days after the drill is completed.

Fire Drills

Five (5) fire drills are required each school year – three (3) shall be conducted by December 1st, and two (2) shall be held during the remainder of the academic year.

Date	Time Drill(s) Conducted	Evacuation Time	Conducted By: (Name and Position)	Signature	Comments
11/16/23	2:00pm	2:05	Denyale Key/Dean		
11/20/23	2:00pm	2:05	Denyale Key/Dean		
11/27/23	2:00pm	2:05	Denyale Key/Dean		
12/26/24	2:00pm	2:05pm	Denyale Key/Dean		

Tornado Drills

Two (2) in-building tornado safety drills (at least one in March).

Date	Time Drill(s) Conducted	Response Time	Conducted By: (Name and Position)	Signature	Comments
3/14/24	2:00pm	2:10	Denyale Key/Dean		
4/12/24	2:00pm	2:05	Denyale Key/Dean		

Lock Down/Secure Mode/Hazardous Materials Drills

Three (3) drills where occupants are restricted to the interior of the building and the building is secured- such as lock down, secure mode and release of hazardous materials drills. At least one (1) drill shall be conducted by December 1st and one (1) conducted after January 1st.

Date	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
11/29/23	2:00pm	Denyale Key / Dean		
2/9/24	2:00pm	Denyale Key / Dean		

_____, 4 / 26 / 24
 Administrator's Signature/Date