

Academy Name  
 School Year 2024 - 2025  
 Emergency Drills Log Form

**Fire Drills**

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

Five (5) fire drills are required each school year – three (3) shall be conducted by December 1<sup>st</sup>, 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
9/18	2:00 PM	2:04 PM	Dave Loos / Dean of Students	Paul M. [Signature]	Evacuation Routes need to be updated
<del>10/5</del>	<del>3:00 PM</del>	<del>3:05 PM</del>	<del>Dave Loos / Dean of Students</del>	<del>Paul M. [Signature]</del>	<del>Absent from 2 classrooms</del>
10/29	12:20 PM	12:35 PM	Dave Loos / Dean of Students	Paul M. [Signature]	Delay turning off the Alarm (Had to locate key
11/7	10:02 am	10:06 am	Dave Loos / Dean of Students	Paul M. [Signature]	Quickly done w/ blocked Exit

**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

**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 1<sup>st</sup> and one (1) conducted after January 1<sup>st</sup>.

Date	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
10/3	3:00 PM	Dave Loos / Dean of Students	Paul M. [Signature]	Notice from 2 classrooms

Paul M. [Signature]  
 Administrator's Signature/Date 11, 7, 24