

Academy Name  
 School Year 2024 - 2025  
**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 1<sup>st</sup>, and two (2) shall be held during the remainder of the academic year.

Date	Time Drill(s)	Evacuation Time	Conducted By: (Name and Position)	Signature	Comments
9/18	2:00 PM	2:04 PM	Dave Leos / Dean of Students	Paul M. Leos	Evacuation Routes need to be updated
<del>10/3</del>	<del>3:00 PM</del>	<del>3:05 PM</del>	<del>Dave Leos / Dean of Students</del>	<del>Paul M. Leos</del>	<del>Abuse from 2 classrooms</del>
10/29	12:20 PM	12:35 PM	Dave Leos / Dean of Students	Paul M. Leos	Delay turning off the Alarm (Had to leave
11/7	10:02 am	10:06 am	Dave Leos / Dean of Students	Paul M. Leos	Quickly done w/ blocked Exit
2/25	11:35 am	11:40 am	Dave Leos / Dean of Students	Paul M. Leos	Congestion from lunchroom

**Tornado Drills**

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

Date	Time Drill(s)	Response Time	Conducted By: (Name and Position)	Signature	Comments
1/14	1:30 PM	2 min	Dave Leos / Dean of Students	Paul M. Leos	Some locations need to be adjusted
3/12	1:30 PM	3 min	Dave Leos / Dean of Students	Paul M. Leos	All went well

**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 By: (Name and Position)	Signature	Comments
10/3	3:00 PM	Dave Leos / Dean of Students	Paul M. Leos	Noise from 2 classrooms
11/21	1:30 PM	Dave Leos / Dean of Students	Paul M. Leos	Good Barriers from Gym/Hallway

Paul M. Leos  
 Administrator's Signature/Date  
 4/14/24

**Extra Lockdown Drill:**

April 14<sup>th</sup> → Walked to safe spot (2nd-8<sup>th</sup> Grade)  
 12:35