

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 1st, 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 Conducted	2:04 PM	Dave Loos / Dean of Students	Dan M. L.	Evacuation Routes need to be updated
10/5	3:00 PM	3:05 PM	Dave Loos / Dean of Students	Dan M. L.	Evacuation Routes need to be updated
10/29	12:20 PM	12:35 PM	Dave Loos / Dean of Students	Dan M. L.	Delay turning off the Alarm (had to leave the
11/7	10:02 AM	10:06 AM	Dave Loos / Dean of Students	Dan M. L.	Quickly done w/ blocked Exit
2/25	11:35 AM	11:40 AM	Dave Loos / Dean of Students	Dan M. L.	Congestion from lunchroom
6/6	10:15 AM	10:20 AM	Dave Loos / Dean of Students	Dan M. L.	No Issues on Exit

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 Conducted	2 min	Dave Loos / Dean of Students	Dan M. L.	Some locations need to be adjusted
3/12	1:30 PM	3 min	Dave Loos / Dean of Students	Dan M. L.	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 1st and one (1) conducted after January 1st.

Date	Time Drill(s)	Conducted By: (Name and Position)	Signature	Comments
6/3	3:00 PM	Dave Loos / Dean of Students	Dan M. L.	Noise from 2 classrooms
11/21	1:30 PM	Dave Loos / Dean of Students	Dan M. L.	Good barricades from gym/AVS2
5/8	8:45 AM	Dave Loos / Dean of Students	Dan M. L.	Entry made into multiple rooms

Dan M. L.

 Administrator's Signature/Date 6/6/25 Staff Meeting Adjustments

Extra Lockdown Drill:

April 14th → Walked to safe spot (2nd-8th grade)
 12:35

2/22