

Academy Name _____
 School Year 2025-2026
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
9/16	2:00	2:07	Dave Loos	<i>David M. Lee</i>	Alarm Key - Slow Exit Door A
10/8	12:50	1:05	Dave Loos	<i>David M. Lee</i>	Front door (Should we lock?) (Radio/overhead)
10/30	9:00	9:03	Dave Loos	<i>David M. Lee</i>	Fleewless - Quick 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
	Conducted				

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
	Conducted			

David M. Lee / 10, 30, 25
 Administrator's Signature/Date