



Pansophia Academy
Emergency Drills Log Form
2025-2026 School Year

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 (min/sec)	Conducted By: (Name and Position)	Signature	Comments
9/5/25	1:00	3:12	Brooks Yates Director of Operations	<i>Brooks Yates</i>	Good First Drill.
10/27/ 25	1:07	2:47	Brooks Yates Director of Operations	<i>Brooks Yates</i>	No issues

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 1st and one (1) conducted after January 1st.

Date	Time Drill(s) Scheduled	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
9/10/25	1:30	1:38	Brooks Yates Director of Operations	<i>Brooks Yates</i>	All Clear in 2:45 (Hard Lockdown)

Bus Evacuation



Pansophia Academy Emergency Drills Log Form

Three (3) emergency exit drills per year for all students who ride school buses. These drills must include scenarios where students evacuate through the front entrance, the rear emergency door, and where the front half of the bus evacuates through the front and the rear half through the back.

Date	Time Drill(s) Scheduled	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Evacuation type: (Circle One)
					Front/Rear/Both
					Front/Rear/Both
					Front/Rear/Both

_____/_____
Administrator's Signature/Date



Pansophia Academy
Emergency Drills Log Form
2024-2025 School Year

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	Date/Time Drill(s) Conducted	Evacuation Time (min/sec)	Conducted By: (Name and Position)	Signature	Comments
9/29/24	3:13	2:00	Ryan Tomlinson Principal	<i>Ryan Tomlinson</i>	
10/1/24	12:55	2:28	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	
10/29/24	12:45	2:34	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	
12/12/24	2:10	2:20	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	Pull station pulled by student
3/11/25	10:20	2:42	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	

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
2/11	1:01	3:21	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	
3/19	1:00	2:34	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	



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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	Date/Time Drill(s) Scheduled	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
11/5/24	11/5	1:45	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	Call clear in 1:52 Hard Lock Down
1/14/25	12/18/24	10:20	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	All Clear in 1:44 Soft Lock Down
2/27/25	2/2/25	1:03	Brooks Yates Dir of Operations	<i>Brooks Yates</i>	all clear 2:40 Hard Lock Down

Ryan Tomlinson _____ / 06 /13/2025
Administrator's Signature/Date



Pansophia Academy
Emergency Drills Log Form
2023-2024 School Year

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
9/27/23	12:48 P.M.	3:00	Brooks Yates	<i>Brooks Yates</i>	
10/25/23	10:00 A.M.	3:00	Brooks Yates	<i>Brooks Yates</i>	
11/29/23	1:00 P.M.	2:03	Brooks Yates	<i>Brooks Yates</i>	
12/18/23	12:20 P.M.	2:23	Brooks Yates	<i>Brooks Yates</i>	
4/29/24	12:45 P.M.	2:47	Brooks Yates	<i>Brooks Yates</i>	

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
2/28/24	9:50 A.M.	2:00	Brooks Yates	<i>Brooks Yates</i>	
4/4/24	1:07 P.M.	2:05	Brooks Yates	<i>Brooks Yates</i>	

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
12/14/23	9:55 A.M.	Brooks Yates	<i>Brooks Yates</i>	
3/6/24	9:00 A.M.	Brooks Yates	<i>Brooks Yates</i>	Soft-Lockdown
5/1/24	1:00 P.M.	Brooks Yates	<i>Brooks Yates</i>	

Ryan Tomlinson _____ / __5__ / __1__ / __24__
Administrator's Signature/Date