

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School** (phone: 453-2772 fax: 453-0018)

Date of Drill: 9-17-14 Time drill was held: 9:55 (pm/am)

Exact time required to evacuate/shelter/secure: 1:52

Total Participants: 295

Remarks: _____

This report is for emergency drill # 1 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____
- AND**
- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____
- OR**
- Fire (fire chief or designee)
Name & Title _____

Fax Completed Form to: Frank Verburg, Deputy Fire Chief
Fax: 616-456-3577

*faxed
9/17/14*

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado (2 required)
- Lock Down/Shelter in Place Drill
(3 Required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School**
(Phone: 616-453-2772 Fax 616-453-0018)

Date of Drill: 9-26-14 Time drill was held: 1:25pm (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute 5 seconds

Total Participants: 288

Remarks: _____

This report is for emergency drill # 2 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: _____


Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (County Sheriff or Chief of Police or designee or NSP)
Name & Title _____

OR

Fire (Fire Chief or designee)
Name & Title _____

Fax Completed Form to: Laura Knapp
Frank Verburg, Deputy Fire Chief
Fax: 616-456-3577

456-3900

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado (2 required)
- Lock Down/Shelter in Place Drill
(3 Required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School**
(Phone: 616-453-2772 Fax 616-453-0018)

Date of Drill: 10-29-14 Time drill was held: 1:45 pm (pm/am)

Exact time required to evacuate/shelter/secure: 53 seconds


Total Participants: 306

Remarks: _____

This report is for emergency drill # 3 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (County Sheriff or Chief of Police or designee or NSP)
Name & Title _____

OR

Fire (Fire Chief or designee)
Name & Title _____

Fax Completed Form to: Laura Knapp
~~Frank Verburg~~, Deputy Fire Chief
Fax: 616-456-3577

ph: 456-3900

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado (2 required)
- Lock Down/Shelter in Place Drill
(3 Required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School**
(Phone: 616-453-2772 Fax 616-453-0018)

Date of Drill: 3-18-15 Time drill was held: 12:50 (pm/am)

Exact time required to evacuate/shelter/secure: 54 seconds

Total Participants: 301

Remarks: _____

This report is for emergency drill # 4 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (County Sheriff or Chief of Police or designee or NSP)
Name & Title _____

OR

Fire (Fire Chief or designee)
Name & Title _____

Fax Completed Form to: Frank Verburg, Deputy Fire Chief
Fax: 616-456-3577

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado (2 required)
- Lock Down/Shelter in Place Drill
(3 Required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School**
(Phone: 616-453-2772 Fax 616-453-0018)

Date of Drill: 5-12-15 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute 2 sec

Total Participants: 326

Remarks: During lunch period.

This report is for emergency drill # 5 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (County Sheriff or Chief of Police or designee or NSP)
Name & Title _____

OR

Fire (Fire Chief or designee)
Name & Title _____

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Type of Drill At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classroom

- Fire Drill (5 required)
3 drills before Dec 1
2 drills during remaining part of the school year
Reasonable space between each drill
- Tornado Drill (2 required)
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Holy Spirit School Year: 2014-15

Date of Drill: 11-6-14 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 301

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 2014-15

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- Fire (fire chief or designee)
Name & Title _____

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado (2 required)
- Lock Down/Shelter in Place Drill
(3 Required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School**
(Phone: 616-453-2772 Fax 616-453-0018)

Date of Drill: 3-19-15 Time drill was held: 10:57 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 311

Remarks: _____

This report is for emergency drill # 2 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (County Sheriff or Chief of Police or designee or NSP)
Name & Title _____

OR

Fire (Fire Chief or designee)
Name & Title _____

Fax Completed Form to: Frank Verburg, Deputy Fire Chief
Fax: 616-456-3577

School Emergency Drills

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Type of Drill

- Fire Drill (5 required)
- Tornado (2 required)
- Lock Down/Shelter in Place Drill
(3 Required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School**
(Phone: 616-453-2772 Fax 616-453-0018)

Date of Drill: 2-12-15 Time drill was held: 1:00 pm (pm/am)

Exact time required to evacuate/shelter/secure: n/a

Total Participants: 315

Remarks: done with GRPS Police Dept.

This report is for emergency drill # 2 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (County Sheriff or Chief of Police or designee or NSP)
Name & Title _____

OR

Fire (Fire Chief or designee)
Name & Title _____

Fax Completed Form to: Frank Verburg, Deputy Fire Chief
Fax: 616-456-3577

School Emergency Drills

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Type of Drill

- Fire Drill (5 required)
- Tornado (2 required)
- Lock Down/Shelter in Place Drill
(3 Required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: **Holy Spirit School**
(Phone: 616-453-2772 Fax 616-453-0018)

Date of Drill: 5-28-15 Time drill was held: 12:05 pm (pm/am)

Exact time required to evacuate/shelter/secure: n/a

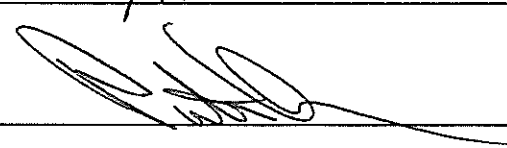
Total Participants: 312

Remarks: During lunch/recess

This report is for emergency drill # 3 for school year 2014-15.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (County Sheriff or Chief of Police or designee or NSP)
Name & Title _____

OR

Fire (Fire Chief or designee)
Name & Title _____

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