

School Emergency Drills Documentation Form

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: 2015-16

Date of Drill: 5-12-16 Time drill was held: 12:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:06


Total Participants: 247

Remarks: _____

This report is for Fire emergency drill # 5 for school year 2015-16.

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 _____

faxed 5/12/16

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- Fire Drill (5 required)**
3 drills before Dec 1
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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: 2015-2016

Date of Drill: 3-18-2016 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:00

Total Participants: 299

Remarks: _____

This report is for Fire emergency drill # 4 for school year 15-16.

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: 10-27-15 Time drill was held: 10:30 am (pm/am)

Exact time required to evacuate/shelter/secure: 1:02


Total Participants: 292

Remarks: _____

This report is for emergency drill # 3 for school year 2015-16.

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: 9-28-15 Time drill was held: 1:25 (pm/am)

Exact time required to evacuate/shelter/secure: 1:06

Total Participants: 287

Remarks: _____

This report is for emergency drill # 2 for school year 2015-16.

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

Submitted online 9/28/15

School Emergency Drills

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- | <u>Type of Drill</u> | <u>Time of Drill</u> |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Fire Drill (5 required) | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado (2 required) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down/Shelter in Place Drill
(3 Required) | <input type="checkbox"/> Recess |
| | <input type="checkbox"/> Other Events |

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

Date of Drill: 9-17-15 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:32

Total Participants: 285

Remarks: blocked South doors + East doors

This report is for emergency drill # 1 for school year 2015.

Name of person conducting drill: Patrick Kalabar

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

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- 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: 2015-2016

Date of Drill: 3-29-16 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: :58

Total Participants: 298

Remarks: _____

This report is for Tornado emergency drill # 2 for school year 15-16.

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

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- | <u>Type of Drill</u> | <u>Time of Drill</u> |
|--|--|
| <input type="checkbox"/> Fire Drill (5 required) | <input checked="" type="checkbox"/> Standard |
| <input checked="" type="checkbox"/> Tornado (2 required) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down/Shelter in Place Drill
(3 Required) <input type="checkbox"/> | <input type="checkbox"/> Recess |
| | <input type="checkbox"/> Other Events |

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

Date of Drill: 11-6-15 Time drill was held: 12:50 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 285

Remarks: _____

This report is for emergency drill # 1 for school year 2015-16.

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

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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

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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: 2015-2016

Date of Drill: 5-24-16 Time drill was held: 12:05 (pm/am)

Exact time required to evacuate/shelter/secure: 1:32

Total Participants: 301

Remarks: * During lunch/recess

This report is for Lock down emergency drill # 4 for school year 15-16.

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 _____

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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: 2016

Date of Drill: 2-17-16 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 90 seconds


Total Participants: 296

Remarks: _____

This report is for Lock Down emergency drill # 3 for school year 2016-17

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 _____

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- 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 School Year: 2015-2016

Date of Drill: 12-7-15 Time drill was held: 8:25 (pm/am)

Exact time required to evacuate/shelter/secure: _____


Total Participants: 292

Remarks: Unplanned Drill

This report is for _____ emergency drill # _____ for school year 2015-2016

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 _____

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- 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: 11-16-15 Time drill was held: 12:50 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 312

Remarks: _____

This report is for emergency drill # 1 for school year 15-16.

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)
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OR

Fire (Fire Chief or designee)
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Fax Completed Form to: Frank Verburg, Deputy Fire Chief

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