

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 School Year: 16-17

Date of Drill: 9-13-16 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:19

Total Participants: 285

Remarks: _____

This report is for FIRE emergency drill # 1 for school year 16-17.

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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Reasonable space between each drill
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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: 16-17

Date of Drill: 9/29/16 Time drill was held: 2:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:12

Total Participants: 290

Remarks: _____

This report is for Fire emergency drill # 2 for school year 16-17.

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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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: 16-17

Date of Drill: 10/27/16 Time drill was held: 10:30 (pm/am)

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

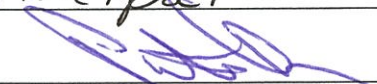
Total Participants: 284

Remarks: _____

This report is for Fire emergency drill # 3 for school year 16-17.

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 _____

Fax to Fire Chief
616-456-3577

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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: 16-17

Date of Drill: 3-20-17 Time drill was held: 2:30 pm (pm/am)

Exact time required to evacuate/shelter/secure: 1:01

Total Participants: 309

Remarks: _____

This report is for FIRE emergency drill # 4 for school year 16-17.

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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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 School Year: 16-17

Date of Drill: 4-27-17 Time drill was held: 1:27 (pm/am)

Exact time required to evacuate/shelter/secure: 1:19

Total Participants: 267

Remarks: Unplanned drill with 1 exit blocked.

This report is for Fire emergency drill # 5 for school year 16-17.

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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- 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 /Lunch
- Other Events

Name of Reporting School: Holy Spirit School School Year: 16-17

Date of Drill: 5-11-17 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1:20


Total Participants: 285

Remarks: held during K-8 lunch/recess period while kids were in lunchroom and outside for recess.

This report is for FIRE emergency drill # 6 for school year 16-17.

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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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: 16-17

Date of Drill: 11/8/16 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: —

Total Participants: 280

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 16-17.

Name of person conducting drill: Patrick Halahar

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 to Fire Chief at 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 School Year: 16-17

Date of Drill: 4/20/17 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: -


Total Participants: 279

Remarks: _____

This report is for tornado emergency drill # 2 for school year 16-17.

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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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: 16-17

Date of Drill: 10-11-2016 Time drill was held: 10:10 (pm/am)

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


Total Participants: 305

Remarks: _____

This report is for Lockdown emergency drill # 1 for school year 16-17.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: X 

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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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: 16-17

Date of Drill: 12-1-2016 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: —

Total Participants: 304

Remarks: completed as scheduled with GRPD

This report is for Lockdown emergency drill # 2 for school year 16-17.

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 W. H. J. GRPD #154

OR

Fire (fire chief or designee)
Name & Title _____

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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 *Lunch*

Name of Reporting School: Holy Spirit School Year: 16-17

Date of Drill: 5/23/17 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: 3.00."

Total Participants: 319

Remarks: Completed during lunch/recess with
GRPS present.

This report is for lockdown emergency drill # 3 for school year 16-17.

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 Officer Anthony Leonard

OR

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