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: 17-18

Date of Drill: 10/20/17 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:15

Total Participants: 281

Remarks: _____

This report is for Fire emergency drill # 3 for school year 17-18.

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 456-3577