

# 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: 2017-18

Date of Drill: 9/12/17 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:27


Total Participants: 266

Remarks: \_\_\_\_\_

This report is for Fire emergency drill # 1 for school year 2017-18

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 \_\_\_\_\_

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Reasonable space between each drill
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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: 9-28-17 Time drill was held: 1:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:05

Total Participants: 312

Remarks: \_\_\_\_\_

This report is for Fire emergency drill # 2 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 \_\_\_\_\_

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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: 17-18

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

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

Total Participants: 281

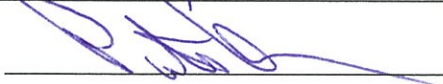
Remarks: \_\_\_\_\_

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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 \_\_\_\_\_

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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: 17-18

Date of Drill: 3/19/18 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 0:55:32

Total Participants: 293

Remarks: \_\_\_\_\_

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This report is for FIRE emergency drill # 4 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 \_\_\_\_\_

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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: 17-18

Date of Drill: 5/10/18 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1:09

Total Participants: 263

Remarks: incl. CDC

This report is for Fire emergency drill # 5 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 \_\_\_\_\_

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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: 17-18

Date of Drill: 11/7/17 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 290

Remarks: includes T1th preschool

This report is for Tornado emergency drill # 1 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 \_\_\_\_\_

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Reasonable space between each drill
- Tornado Drill (2 required)
- Lock Down/Sheiter 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: 4/19/18 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 317

Remarks: \_\_\_\_\_

This report is for Tornado emergency drill # 2 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 \_\_\_\_\_

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At least 1 drill after Jan 1  
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## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Holy Spirit School School Year: 17-18

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

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

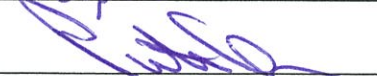
Total Participants: 305

Remarks: Included T/T preschool - childcare

This report is for lockdown emergency drill # 1 for school year 17-18.

Name of person conducting drill: Patrick Kalazar

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 Leonard & Officer Hintz of GRPD

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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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: 11-30-17 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 284

Remarks: includes T/Th Preschool

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This report is for Lock Down emergency drill # 2 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 \_\_\_\_\_

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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: 5/21/18 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 309

Remarks: \_\_\_\_\_

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

Name of person conducting drill: Patrick Kalchar

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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