

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: 2018-19

Date of Drill: 10-16-18 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:10

Total Participants: 273

Remarks: _____

This report is for Fire emergency drill # 3 for school year 2018-19

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 at 616-456-3577