

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: 9/12/18 Time drill was held: 10:15 (pm/am)

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

Total Participants: 303

Remarks: includes CDC

This report is for Fire emergency drill # 1 for school year 18-19.

Name of person conducting drill: Paula Ryan

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: Paula Ryan

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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- 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: 18-19

Date of Drill: 9-27-18 Time drill was held: 1:30 (pm/am)

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

Total Participants: 226

Remarks: Included Child Development Center

This report is for Fire emergency drill # 2 for school year 18-19.

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 _____

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- 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

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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 School Year: 18-19

Date of Drill: 4-11-19 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:11

Total Participants: 246

Remarks: _____

This report is for Fire emergency drill # 4 for school year 18-19.

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

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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 Sch School Year: 18-19

Date of Drill: 5-10-19 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1:26

Total Participants: 231

Remarks: * Held during lunch/recess.

This report is for Fire emergency drill # 5 for school year 18-19.

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

faxed 5/10/19

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Reasonable space between each drill
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1 drill must be during March
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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: 18-19

Date of Drill: 11-7-18 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: _____


Total Participants: 274

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 18-19.

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

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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: 2018-19

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

Exact time required to evacuate/shelter/secure: _____

Total Participants: 235

Remarks: _____

This report is for Tornado emergency drill # 2 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

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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: 18-19

Date of Drill: 10-10-18 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 292

Remarks: Included Child Develop Center

This report is for Lock Down emergency drill # 1 for school year 18-19.

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 Tony Leonard + Kurt Hinte GRPD

OR

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

Fax to Fire Chief at 616-456-3577

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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 School Year: 18-19

Date of Drill: Nov 29 '18 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 282

Remarks: _____

This report is for lockdown emergency drill # 2 for school year 18-19.

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

faxed 11/29/18

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- 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: 18-19

Date of Drill: 5/20/19 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: —


Total Participants: 267

Remarks: Held during lunch/recess

This report is for lockdown emergency drill # 3 for school year 18-19.

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 _____

faxed 5/20/19