

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: 2019-20

Date of Drill: 9-17-19 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:14

Total Participants: 301 incl. CDC

Remarks: _____

This report is for Fire emergency drill # 1 for school year 2019-20

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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Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Holy Spirit School School Year: 19-20

Date of Drill: 9-26-19 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:03:41

Total Participants: 257

Remarks: _____

This report is for FIRE emergency drill # 2 for school year 19-20.

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)
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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: 2019-20

Date of Drill: 10/16/19 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:14

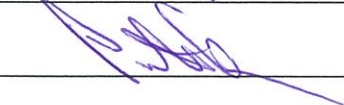
Total Participants: 276

Remarks: _____

This report is for Fire emergency drill # 3 for school year 2019-20

Name of person conducting drill: Patrick Kalabar

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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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: 2019-20

Date of Drill: 11/7/19 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 270

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 2019-20

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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- 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: 2019-20
Date of Drill: 10/10/19 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 285

Remarks: _____

This report is for Lock Down emergency drill # 1 for school year 2019-20

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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- Lock Down/Shelter in Place Drill (3 required) 1
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Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Holy Spirit School Year: 19-20

Date of Drill: Nov 21 2019 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: _____

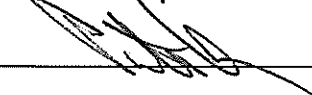
Total Participants: 259

Remarks: _____

This report is for Lockdown emergency drill # 2 for school year 19-20.

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 _____