

# 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: 2020-21

Date of Drill: 9/1/20 Time drill was held: 3:35 (pm/am)

Exact time required to evacuate/shelter/secure: 1:20

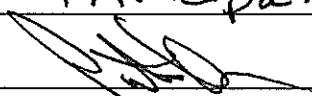
Total Participants: 24

Remarks: Staff drill - No students due to Covid-19  
Each class doing own drill due to Covid

This report is for Fire emergency drill # 1 for school year 2021.

Name of person conducting drill: Patrick Kalabas

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: 2021

Date of Drill: 9/24/20 Time drill was held: varied (pm/am)  
per class

Exact time required to evacuate/shelter/secure: N/A


Total Participants: \_\_\_\_\_

Remarks: Individual Classroom Instruction for Drill due to Covid-19.

This report is for Fire emergency drill # 2 for school year 2021.

Name of person conducting drill: Patrick Kulahar

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**

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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: 20-21

Date of Drill: 10/14/20 Time drill was held: various (pm/am)  
per class

Exact time required to evacuate/shelter/secure: N/A

Total Participants: \_\_\_\_\_

Remarks: Individual classroom instruction  
for drill due to Covid-19

This report is for Fire emergency drill # 3 for school year 20-21.

Name of person conducting drill: Patrick Ralatur

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)  
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**OR**

- Fire (fire chief or designee)  
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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: 2020-21

Date of Drill: 4/14/21 Time drill was held: varies (pm/am)  
by class

Exact time required to evacuate/shelter/secure: N/A

Total Participants: \_\_\_\_\_

Remarks: Individual classrooms instruction for drill due to Covid-19

This report is for Fire emergency drill # 4 for school year 2020-21

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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Reasonable space between each drill
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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: 2020-21

Date of Drill: 5/12/21 Time drill was held: varies by class (pm/am)

Exact time required to evacuate/shelter/secure: N/A

Total Participants: \_\_\_\_\_

Remarks: Individual classrooms instruction for drill due to Covid-19

This report is for Fire emergency drill # 5 for school year 2020-21.

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
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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: 2021

Date of Drill: 11-11-20 Time drill was held: Varies (pm/am)  
by class

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

Total Participants: \_\_\_\_\_

Remarks: Individual Classroom Instruction  
for drill due to Covid-19.

This report is for Tornado emergency drill # 1 for school year 2021

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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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: 2020-21

Date of Drill: 3/24/21 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: varied by classes

Total Participants: 221

Remarks: Individual Classroom Instruction for drill due to Covid-19

This report is for Tornado emergency drill # 2 for school year 20-21

Name of person conducting drill: Patrick Kulahar

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**

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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: 20-21

Date of Drill: 10/8/20 Time drill was held: 4:00 (pm/am)

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

Total Participants: 22

Remarks: Staff only due to Covid-19

This report is for Lockdown emergency drill # 1 for school year 20-21.

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 \_\_\_\_\_

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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: 20-21  
Date of Drill: 11/23/20 Time drill was held: varies by class (pm/am)

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

Total Participants: \_\_\_\_\_

Remarks: Individual Classroom Instruction for Drill due to Covid-19

This report is for Lockdown emergency drill # 2 for school year 20-21.

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**

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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: 2020-21

Date of Drill: 5/20/21 Time drill was held: varies per class (pm/am)

Exact time required to evacuate/shelter/secure: N/A

Total Participants: \_\_\_\_\_

Remarks: Individual classroom instruction for drill due to Covid-19.

This report is for lockdown emergency drill # 3 for school year 2020-21.

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)  
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