

# 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: 2021-22

Date of Drill: 10/4/21 Time drill was held: 10:15 (pm/am) (am)

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

Total Participants: 285

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

This report is for Lockdown emergency drill # 1 for school year 2021-22

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 \_\_\_\_\_