

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: 9/8/21 Time drill was held: 10:15 am (pm/am)

Exact time required to evacuate/shelter/secure: 1:28

Total Participants: 270

Remarks: _____

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

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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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: 9/23/21 Time drill was held: 2:30 ((pm/am))

Exact time required to evacuate/shelter/secure: 1:25

Total Participants: 229*

Remarks: * (8th grade on field trip)

This report is for Fire emergency drill # 2 for school year 2021-22

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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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: 10-13-21 Time drill was held: 1:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:25

Total Participants: 246

Remarks: _____

This report is for Fire emergency drill # 3 for school year 2021-22

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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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: 4/13/22 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:28

Total Participants: 280

Remarks: _____

This report is for Fire emergency drill # 4 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 _____

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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: 2021-22

Date of Drill: 5/12/22 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1:17

Total Participants: 259

Remarks: _____

This report is for Fire emergency drill # 5 for school year 2021-22

Name of person conducting drill: Patrick Katar

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: 2021-22

Date of Drill: 11/10/21 Time drill was held: 10:15 (pm/am)

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

Total Participants: 290

Remarks: _____

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

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: 2021-22

Date of Drill: 3/24/22 Time drill was held: 2:30 (pm/am)

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


Total Participants: 262

Remarks: _____

This report is for Tornado emergency drill # 2 for school year 2021-22

Name of person conducting drill: Patrick Kabbar

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: 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 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: 2021-22

Date of Drill: 11-19-21 Time drill was held: 2:30 (pm/am)

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

Total Participants: 254

Remarks: _____

This report is for Lockdown emergency drill # 2 for school year 2021-22

Name of person conducting drill: Patrick Kalcher

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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- 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: 2022-23

Date of Drill: 5/25/22 Time drill was held: 12:20 (pm/am)

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

Total Participants: 259

Remarks: _____

This report is for Lockdown emergency drill # 3 for school year 2022-23

Name of person conducting drill: Patrick Kalaher

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 _____