

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: 2022-23

Date of Drill: 5-11-2023 Time drill was held: 12:20 (pm/am)

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

Total Participants: 296

Remarks: _____

This report is for fire emergency drill # 5 for school year 2022-23

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: 2022-23

Date of Drill: 4/13/23 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:30

Total Participants: 289

Remarks: We blocked one exit to see how students responded.

This report is for Fire emergency drill # 4 for school year 2022-23.

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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- 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: 10/11/22 Time drill was held: 10:30 (pm/am)

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

Total Participants: 306

Remarks: included CDC

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

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: 2022-23

Date of Drill: 9/22/22 Time drill was held: 1:05 (pm/am)

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

Total Participants: 274

Remarks: includes CDC

This report is for Fire emergency drill # 2 for school year 2022-23

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: 2022-23

Date of Drill: 9/13/22 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:10

Total Participants: 311

Remarks: includes CDC

This report is for Fire emergency drill # 1 for school year 2022-23

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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- Fire (fire chief or designee)
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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: 2022-23

Date of Drill: 5-25-23 Time drill was held: 12:20 (pm/am)

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

Total Participants: 240

Remarks: No 8th grade, incl. CDC

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

Name of person conducting drill: Patrick Kalkhas

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: 2022-23

Date of Drill: 11/17/22 Time drill was held: 1:00 (pm/am)

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

Total Participants: 288

Remarks: Includes CDC

This report is for Lockdown emergency drill # 2 for school year 2022-23

Name of person conducting drill: Patrick Kalchar

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: 2022-23

Date of Drill: 10/4/22 Time drill was held: 9:00 (pm/am)

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

Total Participants: 266

Remarks: _____

This report is for Lockdown emergency drill # 1 for school year 2022-23

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

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Holy Spirit School Year: 2022-23

Date of Drill: 3/23/23 Time drill was held: 1:00 (pm/am)

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


Total Participants: 258

Remarks: _____

This report is for Tornado emergency drill # 2 for school year 2022-23

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

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: 2022-23

Date of Drill: 11/8/22 Time drill was held: 9:30 (pm/am) (am)

Exact time required to evacuate/shelter/secure: —


Total Participants: 278

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 2022-23.

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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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: _____ School Year: _____

Date of Drill: _____ Time drill was held: _____ (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks: _____

This report is for _____ emergency drill # _____ for school year _____.

Name of person conducting drill: _____

Title of person conducting drill: _____

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 _____