

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: 2023-24

Date of Drill: 10/31/23 Time drill was held: 9:30 (pm/am)

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

Total Participants: 245

Remarks: did not include Y5/Kdy/or CDC (Field Trip)

This report is for Lock down emergency drill # 1 for school year 2023-24

Name of person conducting drill: Paula Ryan

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: Paula Ryan

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 _____