

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: 9/12/23 Time drill was held: 9:30 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 1:13

Total Participants: 32.8

Remarks: includes CDC

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

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: 2023-24

Date of Drill: 9/21/23 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:15

Total Participants: 281

Remarks: incl - CDC (22)

This report is for Fire emergency drill # 2 for school year 2023-24

Name of person conducting drill: Patrick Kalatas

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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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: 10/19/23 Time drill was held: 9:35 (pm/am)

Exact time required to evacuate/shelter/secure: 1:18

Total Participants: 283

Remarks: Incl. CDC (Presch on field trip)

This report is for Fire emergency drill # 3 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 _____

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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: 2023-24

Date of Drill: 11/5/23 Time drill was held: 1:25 (pm/am)

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

Total Participants: 253

Remarks: unscheduled drill

This report is for Fire emergency drill # _____ for school year 2023-24

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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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: 4/10/24 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:11

Total Participants: 305

Remarks: includes CDC

This report is for Fire emergency drill # 4 for school year 2023-24

Name of person conducting drill: Patrick Kalabar

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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: 2023-24

Date of Drill: 5/13/24 Time drill was held: 12:20 (pm/am)

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

Total Participants: 264

Remarks: _____

This report is for Fire emergency drill # 5 for school year 2023-24

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 _____

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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 2023-24

Date of Drill: 11/8/23 Time drill was held: 9:30 (pm/am)

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

Total Participants: 340

Remarks: incl. CDC

This report is for Tornado 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 _____

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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: 2023-24

Date of Drill: 3/21/24 Time drill was held: 1:00 (pm/am)

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

Total Participants: 307

Remarks: includes CDC

This report is for Tornado emergency drill # 2 for school year 2023-24

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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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Holy Spirit School Year: 2023-24

Date of Drill: 10/3/23 Time drill was held: 9:30 (pm/am) (am)

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

Total Participants: 245

Remarks: did not include Y5/12dy/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 _____

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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: 2023-24

Date of Drill: 11/16/23 Time drill was held: 1:00 (pm/am)

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

Total Participants: 332

Remarks: Includes CDC

This report is for Lockdown emergency drill # 2 for school year 2023-24

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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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: 5-23-24 Time drill was held: 12:20 (pm/am)

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

Total Participants: 242

Remarks: _____

This report is for Lockdown emergency drill # 3 for school year 2023-24

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 _____