

# 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 School Year: 24-25

Date of Drill: 4-17-25 Time drill was held: 1:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:12:94

Total Participants: 327

Remarks: Blocked an exit for practice

This report is for Fire emergency drill # 4 for school year 24-25.

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 \_\_\_\_\_