

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: 2024-25

Date of Drill: 9/11/24 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:39

Total Participants: 362

Remarks: includes CDC

This report is for Fire emergency drill # 1 for school year 2024-25

Name of person conducting drill: Patrick Kalahar

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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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: 2024-25

Date of Drill: 9/24/24 Time drill was held: 1:15 (pm)/am

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

Total Participants: 275

Remarks: _____

This report is for Fire emergency drill # 2 for school year 2024-25

Name of person conducting drill: Patrick Kalahar

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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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: 2024-25

Date of Drill: 10/10/24 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:16

Total Participants: 345

Remarks: includes CDC

This report is for Fire emergency drill # 3 for school year 2024-25

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 _____

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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 _____

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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: 2024-25

Date of Drill: 5/9/25 Time drill was held: 12:20 (pm/am)

Exact time required to evacuate/shelter/secure: 1:42

Total Participants: 307

Remarks: incl. CDC

This report is for Fire emergency drill # 5 for school year 24-25

Name of person conducting drill: Patrick Kulahar

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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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: 2024-25

Date of Drill: 10/2/24 Time drill was held: 9:30 (pm/am)

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

Total Participants: 351

Remarks: includes CDC

This report is for Lockdown emergency drill # 1 for school year 2024-25

Name of person conducting drill: Patrick Kalahar

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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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: 11-14-24 Time drill was held: 2:15 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 292

Remarks: _____

This report is for Lockdown emergency drill # 2 for school year 24-25

Name of person conducting drill: Patrick Kalahar

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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Reasonable space between each drill
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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 + Lunch Period
- ☐ Other Events

Name of Reporting School Polyspirit School School Year: 24-25

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

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

Total Participants: 231

Remarks: lock down practice during lunch/recess.

This report is for lockdown emergency drill # 3 for school year 24-25.

Name of person conducting drill: Patrick Kalahar

Title of person conducting drill: Principal

Signature of person conducting drill: X 

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: 2024-25

Date of Drill: 11/7/24 Time drill was held: 9:30 (pm/am)

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

Total Participants: 301

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 2024-25

Name of person conducting drill: Patrick Kulaher

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)
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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: 2024-25

Date of Drill: 3-18-25 Time drill was held: 1:15 (pm/am)

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

Total Participants: 320

Remarks: includes CDC

This report is for Tornado emergency drill # 2 for school year 2024-25

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 _____