

# 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: 25-26

Date of Drill: 5-21-26 Time drill was held: 12:25 (pm/am)

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

Total Participants: 364 inc CDE/PRE

Remarks: Drill done during lunch hour.  
Included Child Dev. Cts students

This report is for lockdown emergency drill # 3 for school year 25-26.

Name of person conducting drill: Patrick Kalahan

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 \_\_\_\_\_