

# 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: 2026-27

Date of Drill: 9-10-2026 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:18

Total Participants: 409

Remarks: 1st year using new rooms - exits. Child Care Included

This report is for Fire emergency drill # 1 for school year 26-27.

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 \_\_\_\_\_