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: 26-27

Date of Drill: 11-11-26 Time drill was held: 1:15 (pm/am)

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

Total Participants: 420

Remarks: _____

This report is for Lockdown emergency drill # 2 for school year 26-27.

Name of person conducting drill: Pat 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 _____