

during this drill we also had one stair case closed on west side

School Emergency Drills Documentation Form

- | Type of Drill | Time of Drill |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Fire Drill (6 required) | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill (2 required) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down/Shelter in Place Drill (2 required) | <input type="checkbox"/> Recess |
| | <input type="checkbox"/> Other Events |

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SEP 16 2019
HARBOR SPRINGS PUBLIC SCHOOLS

Name of Reporting School: Harbor Springs High School

Date of Drill: 9/13/2019 Time drill was held: 8:55 (pm/am)

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

Total Participants: 300

Remarks: no drill alarm signal in office
commons, kitchen, could hear it in gym, locker
main hallway pool area

This report is for emergency drill # _____ for school year 2019-2020

Name of person conducting drill: Susan Jacobs

Title of person conducting drill: Principal

Signature of person conducting drill: Susan Jacobs

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title sent in

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title scheduled Chief Knight

OR

Fire (fire chief or designee)
Name & Title scheduled Chief Cupps

locker
room
pool
area
could
hear
in
shop