

# HSPS School Emergency Drills

## Documentation Form for the 2020-21 School Year

This form must be completed for each drill, remember to check the type of drill. Upon completion of each drill, please email Maresi Witte your signed drill report. Maresi will post them on the district website within 5 days of the drill completion and it will remain posted for 3 years.

### Type of Drill

- Fire Drill (5 required minimum)
- 3 must be completed by December 1, 2020
  - There must be a "reasonable" interval between each drill

- Tornado Drill (2 required)
- At least 1 must be completed during the month of March 2021

- Lock Down/Shelter in Place Drill (3 required)  
(Drills in which the occupants are restricted to the interior of the building)  
At least 1 drill must be completed by December 1, 2020  
and At least 1 drill must be completed after January 1, 2021

\*At least 1 of the drills is required to be conducted during a lunch, recess, or at another time when a significant number of the students are gathered but not in the classroom.

### Time of Drill

- Standard     Class Change     Recess     Other Events

Please explain: \_\_\_\_\_

Name of Reporting School: Shay Elementary

Date of Drill: 03/25/2021 Time drill was held: 1:00 pm (am/pm)

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

This report is for emergency drill # 1 of 2 Total Participants: 160

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the school principal/designee acknowledging the completion of the drill

Printed name of the individual in charge of conducting the drill, if it is not the school principal

4/6/21  
Email to  
Maresi

Drill was coordinated with:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title: Kyle Knight, Chief of Police, Harbor Springs

**AND**

Fire (fire chief or designee)  
Name & Title: John Cupps, Fire Chief, Harbor Springs