

# HSPS School Emergency Drills

## Documentation Form for the 2023-24 School Year

**This form must be completed for each drill, remember to check the type of drill.** Upon completion of each drill, please email Denise Knight your signed drill report. Denise 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, 2023
- There must be a "reasonable" interval between each drill

#### Tornado Drill (2 required)

- At least 1 must be completed during the month of March 2024

#### 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, 2023 and

At least 1 drill must be completed after January 1, 2024

\*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: \_\_\_\_\_ **Harbor Springs High School** \_\_\_\_\_

Date of Drill: \_\_\_\_\_ **11/30/2023** \_\_\_\_\_ Time drill was held: \_\_\_\_\_ **11:05** \_\_\_\_\_ (am/pm)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_ **1:41.92** \_\_\_\_\_

This report is for emergency drill # 3 of 5 Total Participants: \_\_\_\_\_ **263** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Leigh Inglehart**

Printed name of the individual in charge of conducting the drill.

*The printed name above constitutes signature of the individual conducting the 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: Kyle Knight, Chief of Police, Harbor Springs

**AND**

Fire (fire chief or designee)

Name & Title: John Cupps, Fire Chief, Harbor Springs