

HSPS School Emergency Drills

Documentation Form for the 2024-25 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, 2024
- There must be a "reasonable" interval between each drill

Tornado Drill (2 required)

- At least 1 must be completed during the month of March 2025

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, 2024 and

At least 1 drill must be completed after January 1, 2025

*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

X Class Change

Recess

Other Events

Please explain: _____

Name of Reporting School: _____ Shay

Elementary _____

Date of Drill: _____ 9/6/24 _____ Time drill was held:

_____ 8:31am _____ (am/pm)

Exact time required to evacuate/shelter/secure: __3 minutes 20 seconds _____

This report is for emergency drill # __1__ of __10__
297 _____

Total Participants:

Remarks: __Mr. Fairbanks tried out new fire system, doors locked properly and all staff exited building.

Intercom system worked in all the

rooms. _____

_____ Nathan

Fairbanks _____

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: Matthew Blythe, Emergency Management Coordinator, Emmet County

AND

x 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