

# 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

X 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\_\_\_  
Elementary \_\_\_\_\_

Date of Drill: \_\_\_10/15/24\_\_\_ Time drill was held: \_\_\_\_\_(1:00/pm)

Exact time required to evacuate/shelter/secure: \_\_\_4 minutes\_\_\_  
minutes \_\_\_\_\_

This report is for emergency drill # \_\_\_4/10\_\_\_ Total Participant \_\_\_277\_\_\_

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

\_\_\_\_\_  
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