

# School Emergency Drills Documentation Form

## Type of Drill

- ☒ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

## Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 11/17/23 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3m 27sec

Total Participants: 68

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

This report is for emergency drill # \_\_\_\_\_ for school year 23/24

Name of person conducting drill: Sandy Hg

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandy Hg

Drill Was Coordinated With

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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(2 required)

## Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 10/17/23 Time drill was held 2:00 (pm)

Exact time required to evacuate/shelter/secure: 2m 45s

Total Participants: 53

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

This report is for emergency drill # \_\_\_\_\_ for school year 23/24

Name of person conducting drill: Sandy Hg

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandy Hg

Drill Was Coordinated With

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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## Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran Preschool

Date of Drill: 10/17/23 Time drill was held: 10:30 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 1m 2s

Total Participants: 4

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

This report is for emergency drill # \_\_\_\_\_ for school year 23/24

Name of person conducting drill: Sandy Hgs

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandy Hgs

Drill Was Coordinated With

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 9/29/23 Time drill was held: 10 (pm am)

Exact time required to evacuate/shelter/secure: 1m 22s

Total Participants: 56 children 12 adults

Remarks: gym class + preschool

This report is for emergency drill # 2 for school year 23/24.

Name of person conducting drill: Sandy Hop

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandra D Hop

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 9/22/23 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 43.85 seconds

Total Participants: 54

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

This report is for emergency drill # 1 for school year 2023/2024

Name of person conducting drill: Sandy Hop

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandee Hop

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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## Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 5/16/23 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 54 sec

Total Participants: 40

Remarks: grades 3-4 @ a field trip

This report is for emergency drill # 14 for school year 2022-2023

Name of person conducting drill: Christine Mueller

Title of person conducting drill: School Secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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### Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 4/28/23 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1 m 41 s

Total Participants: 53

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

This report is for emergency drill # 13 for school year 2022-2023

Name of person conducting drill: Sandy Hg

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandy Hg

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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### Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 4/19/23 Time drill was held: 10:45 am (pm/am)

Exact time required to evacuate/shelter/secure: 2:03 min

Total Participants: 56

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

This report is for emergency drill # 12 for school year 2022-2023

Name of person conducting drill: Mrs Kara Harbaugh

Title of person conducting drill: principal

Signature of person conducting drill: Karhaugh

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_



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### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran

Date of Drill: 3/27/23 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 59 sec

Total Participants: 64

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

This report is for emergency drill # 11 for school year 2022-2023

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 3/22/23 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2:00 min

Total Participants: 50

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

This report is for emergency drill # 10 for school year 2022-2023

Name of person conducting drill: Christine Mueller

Title of person conducting drill: secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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### Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 3/13/23 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:30 min

Total Participants: 59

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

This report is for emergency drill # 9 for school year 2022-2023

Name of person conducting drill: Mrs Kara Harbaugh

Title of person conducting drill: principal

Signature of person conducting drill: Kar Harbaugh

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 1/16/23 Time drill was held: 11:32 (pm/am)

Exact time required to evacuate/shelter/secure: 2:32 min

Total Participants: 52

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

This report is for emergency drill # 8 for school year 2022-2023

Name of person conducting drill: Christine Mueller

Title of person conducting drill: school secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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(2 required)

### Time of Drill

- ☐ Standard  
☒ Class Change  
☒ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 12/5/22 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:02

Total Participants: 60

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

This report is for emergency drill # 7 for school year 2022-2023

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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- ☐ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 12/2/22 Time drill was held: 10:30 (pm/am) (pm)

Exact time required to evacuate/shelter/secure: 1:41

Total Participants: 70

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

This report is for emergency drill # 6 for school year 2022-2023

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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☐ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 11/17/22 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2m 15sec

Total Participants: 53

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

This report is for emergency drill # 5 for school year 2022-2023

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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☒ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran Preschool

Date of Drill: 11/17/22 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 39 sec

Total Participants: 11

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

This report is for emergency drill # 4 for school year 2022-2023

Name of person conducting drill: Christine Mueller

Title of person conducting drill: Secretary

Signature of person conducting drill: Christine Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_



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## Type of Drill

- ☒ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

## Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran

Date of Drill: 10/18/22 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 57s

Total Participants: 60

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

This report is for emergency drill # 3 for school year 2022-2023

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: Principal

Signature of person conducting drill: Kara Harbaugh

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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### Type of Drill

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☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 9/22/22 Time drill was held: 1:06 (pm)

Exact time required to evacuate/shelter/secure: 1 min. 28 sec

Total Participants: 65

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

This report is for emergency drill # 2 for school year 2021-2023

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: Principal

Signature of person conducting drill: Kara Harbaugh

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 9/12/22 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:07 min

Total Participants: 58

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

This report is for emergency drill # 1 for school year 2022-2023

Name of person conducting drill: Christine Mueller

Title of person conducting drill: Secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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☐ Tornado Drill (2 required)  
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(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 5/19/22 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 52 seconds

Total Participants: 61

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

This report is for emergency drill # 11 for school year 2021-2022

Name of person conducting drill: Christine Mueller

Title of person conducting drill: school secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
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(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 4/29/22 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1m 14s

Total Participants: 68

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

This report is for emergency drill # 10 for school year 2021-2022

Name of person conducting drill: Sandy Hep

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandy Hep

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 4/21/22 Time drill was held: 10:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 50 sec

Total Participants: 62

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

This report is for emergency drill # 9 for school year 2021-2022

Name of person conducting drill: Christine Mueller

Title of person conducting drill: School Secretary

Signature of person conducting drill: Christine Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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(2 required)

### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran

Date of Drill: 3/25 Time drill was held: 2pm (pm/am)

Exact time required to evacuate/shelter/secure: 1m 57sec

Total Participants: 72

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

This report is for emergency drill # 8 for school year 2022-2023

Name of person conducting drill: Sandy Hgp

Title of person conducting drill: Church Secretary

Signature of person conducting drill: Sandy Hgp

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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☐ Tornado Drill (2 required)  
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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 3/14/22 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min

Total Participants: 77

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

This report is for emergency drill # 7 for school year 2021-2022

Name of person conducting drill: Christine Mueller

Title of person conducting drill: School Secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_



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☐ Lock Down/Shelter in Place Drill  
(2 required)

## Time of Drill

- ☐ Standard  
☐ Class Change  
☒ Recess  
☒ Other Events *lunch*

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 1/17/21 Time drill was held: 11:30 (pm)(am)

Exact time required to evacuate/shelter/secure: 2:42

Total Participants: 517

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

This report is for emergency drill # 6 for school year 2021-2022

Name of person conducting drill: Christine Mueller

Title of person conducting drill: school secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☐ Fire Drill (6 required)  
☒ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran

Date of Drill: 1/17/21 Time drill was held: 10:10 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 2:30

Total Participants: 10

Remarks: preschool only

This report is for emergency drill # 6 for school year 2021-2022

Name of person conducting drill: Christine Mueller

Title of person conducting drill: school secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# School Emergency Drills Documentation Form

## Type of Drill

- ☐ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☒ Lock Down/Shelter in Place Drill  
(2 required)

## Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 12/3/21 Time drill was held: 10:30 (pm am)

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 61

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

This report is for emergency drill # 5 for school year 2021-2022

Name of person conducting drill: principal

Title of person conducting drill: Mrs Kara Harbaugh

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☐ Fire Drill (6 required)
- ☒ Tornado Drill (2 required)
- ☐ Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 11/18/21 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min 56 sec

Total Participants: 59

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

This report is for emergency drill # 4 for school year 2021-2022

Name of person conducting drill: Mrs Kara Harbaugh

Title of person conducting drill: principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☒ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☐ Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☒ Recess
- ☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 10/19/21 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 56 seconds

Total Participants: 69

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

This report is for emergency drill # 3 for school year 2021-2022

Name of person conducting drill: Christine Mueller

Title of person conducting drill: secretary

Signature of person conducting drill: C Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☒ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Dur Savior Lutheran

Date of Drill: 9/24/21 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2m 49 sec.

Total Participants: 59

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

This report is for emergency drill # 2 for school year 2021-2022

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: Principal

Signature of person conducting drill: Kara Harbaugh

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☒ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran

Date of Drill: 9/13/21 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 6 seconds

Total Participants: 50

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

This report is for emergency drill # 1 for school year 2021-2022

Name of person conducting drill: Christine Mueller

Title of person conducting drill: school secretary

Signature of person conducting drill: Christine Mueller

Drill Was Coordinated With:

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

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# School Emergency Drills Documentation Form

## Type of Drill

- ☒ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

## Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Our Savior Lutheran School

Date of Drill: 11-5-2020 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 4 sec

Total Participants: 68

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

This report is for emergency drill # 1 for school year 2020.

Name of person conducting drill: Kara Harbaugh

Title of person conducting drill: Principal

Signature of person conducting 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 \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_