

**HANOVER-HORTON SCHOOL DISTRICT EMERGENCY DRILLS
DOCUMENTATION FORM 5-2-3**

Date 10-11-23
 Emergency Drill # 4 (FD3) School Year 2023-2024
 Type of Drill Time of Drill 11:00 (AM) PM

- | | |
|---|--|
| <input checked="" type="checkbox"/> Fire Drill (5 required) III | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill (2 required) | <input checked="" type="checkbox"/> Class Change |
| <input type="checkbox"/> Lockdown / Shelter in Place Drill (3 required) | <input type="checkbox"/> Recess |
| | <input type="checkbox"/> Other Events |

Reporting School Building Hanover-Horton Elementary

Exact time required to evacuate 6 minutes 10 seconds

Total Participants 500+

Remarks Smoke detector from the kitchen. Mark Hubbard cleared the building. Kitchen staff were cleaning the ovens and it sent off the smoke detector

Staff Conducting Drill

<u>Peni Burst</u> Name / Title	<u>Amber Merritt</u> Name / Title	<u>Annie Guisinger</u> Name / Title
-----------------------------------	--------------------------------------	--

Drill Coordinated With:

- | | |
|---|--------------|
| <input type="checkbox"/> Emergency Management Coordinator | Name / Title |
| <input type="checkbox"/> Law Enforcement | Name / Title |
| <input type="checkbox"/> Fire Designee | Name / Title |

Joe Ayers, Principal

[Signature] - Assistant Principal

**HANOVER-HORTON SCHOOL DISTRICT EMERGENCY DRILLS
DOCUMENTATION FORM 5-2-3**

Date 10-12-23

Emergency Drill # 5 (TI)

School Year 2023-24

Type of Drill

Time of Drill 1:43

AM/PM (AM)

Fire Drill (5 required) III

Standard

Tornado Drill (2 required) I

Class Change

Lockdown / Shelter in Place Drill (3 required)

Recess

Other Events

Reporting School Building Hanover-Horton Elementary

Exact time required to evacuate 5 minutes 00 seconds

Total Participants 500+

Remarks planned tornado drill 10/11 but fire drill happened so we slid the date

Staff Conducting Drill

Emma Garrison
Name / Title

Peri Bapst
Name / Title

Amber Merrill
Name / Title

Drill Coordinated With:

Emergency Management Coordinator

Name / Title

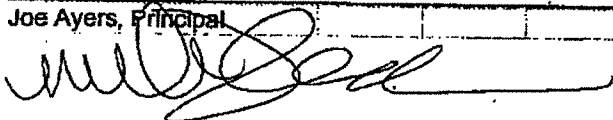
Law Enforcement

Name / Title

Fire Designee

Name / Title

Joe Ayers, Principal



**HANOVER-HORTON SCHOOL DISTRICT EMERGENCY DRILLS
DOCUMENTATION FORM 5 - 2 - 3**

Date 11/6/2023
 Emergency Drill # 6 (LD2) School Year 2023-2024

Type of Drill _____ Time of Drill 10:19 AM / PM

- | | |
|--|---|
| <input type="checkbox"/> Fire Drill (5 required) | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill (2 required) | <input type="checkbox"/> Class Change |
| <input checked="" type="checkbox"/> Lockdown / Shelter in Place Drill (3 required) | <input checked="" type="checkbox"/> Recess <u>Brain Break</u> |
| | <input type="checkbox"/> Other Events |

Reporting School Building HH Elementary

Exact time required to evacuate 13:00
 minutes seconds

Total Participants 552

Remarks This total includes GSRP & Preschool plus staff.

Staff Conducting Drill

<u>Melissa Duffrin/A. Principal</u>	<u>Pen. Dept/Sec.</u>	<u>Amber Merritt/Sec.</u>
Name / Title	Name / Title	Name / Title

Drill Coordinated With:

Emergency Management Coordinator _____
 Name / Title

Law Enforcement _____
 Name / Title

Fire Designee _____
 Name / Title

Joe Ayers
 Joe Ayers, Principal