

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

Date 01/28/2020

Emergency Drill # 6 (Lockdown #2)

School Year 2019-2020

Type of Drill

Time of Drill

9:56 AM PM

☐ Fire Drill (5 required)

☒ Standard

☐ Tornado Drill (2 required)

☐ Class Change

☒ Lockdown / Shelter in Place Drill (3 required)

☐ Recess

☐ Other Events

Reporting School Building Hanover Horton Elementary

Exact time required to evacuate N A
minutes seconds

Total Participants 625 including GSRP & Latchkey

Remarks 2 doors unlocked at Latchkey & 1 GSRP
Addressed the doors with both & they
will correct.

Staff Conducting Drill

Leni L. Bapst Secretary
Name / Title

Name / Title

Name / Title

Drill Coordinated With:

☐ Emergency Management Coordinator
Name / Title

☒ Law Enforcement

Ben Roe / Deputy
Name / Title

☐ Fire Designee

Name / Title

Joe Ayers, Principal

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

Date 11/19/2019

Emergency Drill #

1st Try, 5th Total

School Year

2019-2020

Type of Drill

Time of Drill

1:44

AM / PM

☐

Fire Drill (5 required)

☒

Standard

☒

Tornado Drill (2 required)

☐

Class Change

☐

Lockdown / Shelter in Place Drill (3 required)

☐

Recess

☐

Other Events

Reporting School Building

Hanover Horton Elementary

Exact time required to evacuate

10:00

minutes

seconds

Total Participants

617

Remarks

This includes GSRP and Latchkey.

Staff Conducting Drill

Name / Title

Leni L. Basset / Secretary (LH) Secretary

Name / Title

Name / Title

Drill Coordinated With:

☐

Emergency Management Coordinator

Name / Title

☐

Law Enforcement

Name / Title

☐

Fire Designee

Name / Title

Joe Ayers, Principal

Joe Ayers

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

Date 11/4/2019

Emergency Drill # 4 (Fire #3)

School Year 2019-2020

Type of Drill

Time of Drill

2:17

AM/PM PM

☒ Fire Drill (5 required)

☐ Standard

☐ Tornado Drill (2 required)

☒ Class Change

☐ Lockdown / Shelter in Place Drill (3 required)

☐ Recess

☐ Other Events

Reporting School Building Elementary

Exact time required to evacuate 2, 51
minutes seconds

Total Participants 589

Remarks Total includes adults and includes
GSRP & Latchkey.

Staff Conducting Drill

Renee L. Bapat / Secretary Curtis Secretary
Name / Title Name / Title

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 10/22/2019

Emergency Drill # 3 (lockdown #1)

School Year _____

Type of Drill

Time of Drill

10:07 AM PM

☐ Fire Drill (5 required)

☒ Standard

☐ Tornado Drill (2 required)

☐ Class Change

☒ Lockdown / Shelter in Place Drill (3 required)

☐ Recess

☐ Other Events

#1

Reporting School Building Elementary

Exact time required to evacuate 1 1
minutes seconds

Total Participants 568

Remarks _____

Staff Conducting Drill

Kevin Boyd / Secretary
Name / Title

Name / Title

Name / Title

Drill Coordinated With:

☐ Emergency Management Coordinator

Name / Title

☒ Law Enforcement

Ben Roe / Deputy
Name / Title

☐ Fire Designee

Name / Title

Joseph E Ayers
Joe Ayers, Principal

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

Date 09/30/2019

Emergency Drill # 2 (fire #2)

School Year 2019-2020

Type of Drill

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lockdown / Shelter in Place Drill (3 required)

Time of Drill

1:30 AM/PM PM

☐ Standard

☒ Class Change

☐ Recess

☐ Other Events

moving between
specials classes

Reporting School Building Elementary

Exact time required to evacuate 5 minutes 25 seconds

Total Participants 568 students + 56 adults = 624 total

Remarks 1st Drill w/pre-school, all 3 classes
participated w/ this drill.

Staff Conducting Drill

Peri Baptist/secr.
Name / Title

Cookie Fielder/off Clerk
Name / Title

Courtney Harney/sec. Wkr
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 09/05/2019

Emergency Drill # 1 (fire #1)

School Year 2019-2020

Type of Drill

Time of Drill

9:42

(AM) PM



Fire Drill (5 required)



Standard



Tornado Drill (2 required)



Class Change

9:42



Lockdown / Shelter in Place Drill (3 required)



Recess

5TH GRADE RETURNING TO CLASS FROM SPECIALS



Other Events

Reporting School Building Elementary

Exact time required to evacuate 3 minutes 03 seconds

Total Participants

589

(533 students, +40 adults, Latchkey +14, +2 Preschool Adults included)

Remarks

Staff Conducting Drill

Peri Bepst/Secr.
Name / Title

Jennifer Fielder/ISS Clerk
Name / Title

Name / Title

Drill Coordinated With:



Emergency Management Coordinator

Name / Title



Law Enforcement

Name / Title

B. Mc / Deputy



Fire Designee

Name / Title

Joe Ayers Principal

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

Date Jan 22, 2020

Emergency Drill # 4 (Lockdown #1)

School Year 2019-20

Type of Drill

Time of Drill

9:40

(AM) PM

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☒ Lockdown / Shelter in Place Drill (3 required)

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

Reporting School Building Hanover-Horton Middle School

Exact time required to evacuate _____ / _____
minutes seconds

Total Participants 258

Remarks _____

Staff Conducting Drill

Denise Bergstrom / Principal
Name / Title

Name / Title

Name / Title

Drill Coordinated With:

☒ Emergency Management Coordinator

Isaac Cottrell / Principal
Name / Title

☒ Law Enforcement

Benny Roe
Name / Title

☐ Fire Designee

Name / Title

Denise Bergstrom
Denise M. Bergstrom, Principal

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

Date 11/13/19

Emergency Drill # 3 (Lockdown #1)

School Year 2019

Type of Drill

Time of Drill

10:30

(AM) / PM

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☒ Lockdown / Shelter in Place Drill (3 required)

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

Reporting School Building Hanover-Horton Middle School

Exact time required to evacuate _____ / _____
minutes seconds

Total Participants 258

Remarks _____

Staff Conducting Drill

Denise Bergstrom, Principal

Name / Title

Name / Title

Name / Title

Drill Coordinated With:

☒ Emergency Management Coordinator

Isaac Cottrell, Principal
Name / Title

☒ Law Enforcement

Benny Roe
Name / Title

☐ Fire Designee

Name / Title

Denise Bergstrom
Denise M. Bergstrom, Principal

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

Date Sept. 12, 2019

Emergency Drill # 2 (fire #2)

School Year 2019-20

Type of Drill

- ☒ Fire Drill (5 required)
☐ Tornado Drill (2 required)
☐ Lockdown / Shelter in Place Drill (3 required)

Time of Drill

9:27

(AM) PM

- ☐ Standard
☒ Class Change
☐ Recess
☐ Other Events

Reporting School Building Hanover-Horton Middle School

Exact time required to evacuate 1 / 9
minutes seconds

Total Participants 262

Remarks _____

Staff Conducting Drill

Denise Bergstrom / Principal
Name / Title

Name / Title

Name / Title

Drill Coordinated With:

☒ Emergency Management Coordinator

☒ Law Enforcement

☐ Fire Designee

Isaac Cottrell / Principal
Name / Title

Benny Roe
Name / Title

Name / Title

Denise M. Bergstrom
Denise M. Bergstrom, Principal

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

Date Sept. 4, 2019

Emergency Drill # 1 (five #1)

School Year 2019 - 2020

Type of Drill

- ☒ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☐ Lockdown / Shelter in Place Drill (3 required)

Time of Drill

- 8:21 AM / PM
- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Reporting School Building Hanover-Horton Middle School

Exact time required to evacuate 1 / 7
minutes seconds

Total Participants 262

Remarks _____

Staff Conducting Drill

Denise Bergstrom / Principal
Name / Title

Name / Title

Name / Title

Drill Coordinated With:

☒ Emergency Management Coordinator

Isaac Cattrell / Principal
Name / Title

☒ Law Enforcement

Benny Roe
Name / Title

☐ Fire Designee

Name / Title

Denise M. Bergstrom
Denise M. Bergstrom, Principal

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

Date 1/22/2020

Emergency Drill # 4 (Lockdown #2)

School Year 19/20

Type of Drill

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☒ Lockdown / Shelter in Place Drill (3 required)

Time of Drill

- ☒ Standard 9:40 (AM/PM)
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Reporting School Building High

Exact time required to evacuate 2 / 1
minutes seconds

Total Participants 350

Remarks _____

Staff Conducting Drill

Isaac Cottrell

Name / Title Principal Name / Title _____

Name / Title _____

Drill Coordinated With:

☐ Emergency Management Coordinator

Name / Title _____

☒ Law Enforcement

Ben Roe
Name / Title _____

☐ Fire Designee

Name / Title _____

Isaac Cottrell
Isaac Cottrell, Principal

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

Date 11/13/19

Emergency Drill # 3 (Lockdown #1)

School Year 19/20

Type of Drill

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☒ Lockdown / Shelter in Place Drill (3 required)

Time of Drill

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

10:30

AM / PM

Reporting School Building High

Exact time required to evacuate 1 minutes 0 seconds

Total Participants 350

Remarks _____

Staff Conducting Drill

Isaac Cottrell -

Name / Title

Principal

Name / Title

Name / Title

Drill Coordinated With:

☐ Emergency Management Coordinator

Name / Title

☒ Law Enforcement

Ben Roe

Name / Title

☐ Fire Designee

Name / Title

Isaac Cottrell, Principal

116 ✓

HANOVER-HORTON SCHOOL DISTRICT EMERGENCY DRILLS

DOCUMENTATION FORM 5 - 2 - 3

Date 9/12/19

Emergency Drill # F2 (fire #2)

School Year 19-20

Type of Drill

Time of Drill

- ☒ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☐ Lockdown / Shelter in Place Drill (3 required)

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

9:27

AM / PM

9:29

Reporting School Building High

Exact time required to evacuate 2 minutes 0 seconds

Total Participants 375

Remarks passing time

Staff Conducting Drill

Isaac Cottrell
Name / Title Principal

Jen Owen
Name / Title Secretary

Name / Title

Drill Coordinated With:

☐ Emergency Management Coordinator

Name / Title

☐ Law Enforcement

Name / Title

☐ Fire Designee

Name / Title

Isaac Cottrell, Principal

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

Date 9/4/19

Emergency Drill # F 1 (fire #1)

School Year 19/20

Type of Drill

- ☒ Fire Drill (5 required)
☐ Tornado Drill (2 required)
☐ Lockdown / Shelter in Place Drill (3 required)

Time of Drill

8:32

AM / PM

- ☒ Standard
☒ Class Change
☐ Recess
☐ Other Events

Reporting School Building High School 1

Exact time required to evacuate 1 minutes 40 seconds

Total Participants 359

Remarks _____

Staff Conducting Drill

Isaac Cottrell
Name / Title Principal

Jen Owen
Name / Title Sec

Crystal Stringer
Name / Title Sec

Drill Coordinated With:

☐ Emergency Management Coordinator

Name / Title

☐ Law Enforcement

Name / Title

☐ Fire Designee

Name / Title

Isaac Cottrell, Principal