

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

Date 3/8/23

Emergency Drill # 7 Tornado #2

School Year 2022-2023

**Type of Drill**

**Time of Drill**

2:37

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 HH Elementary

Exact time required to evacuate 6 minutes 00 seconds

Total Participants 596

Remarks includes staff, preschool & GSRP

**Staff Conducting Drill**

Rene Bapst  
Name / Title Secretary

Sen Owen  
Name / Title Secretary

Name / Title

**Drill Coordinated With:**

Emergency Management Coordinator

Name / Title

Law Enforcement

Name / Title

Fire Designee

Name / Title

Joseph Ayers  
Joe Ayers / Principal

# HANOVER-HORTON SCHOOL DISTRICT EMERGENCY DRILLS

## DOCUMENTATION FORM 5-2-3

Date 3/14/23

Emergency Drill # 8 Lockdown #3

School Year 2022-2023

**Type of Drill**

**Time of Drill**

2:15

AM/PM PM

Fire Drill (5 required)

Standard

Tornado Drill (2 required)

Class Change

Lockdown / Shelter in Place Drill (3 required)  
Internal-shelter in place

Recess

Other Events

Reporting School Building HH Elementary

Exact time required to evacuate 9 minutes 100 seconds

Total Participants \_\_\_\_\_

Remarks Includes HH staff, GSRP, Preschool & staff

**Staff Conducting Drill**

Melissa Duffin/Principal  
Name / Title

Jeanne Owen/Secretary  
Name / Title

Penelope Baggett/Secretary  
Name / Title

**Drill Coordinated With:**

Emergency Management Coordinator

Name / Title

Law Enforcement

Name / Title

Fire Designee

Name / Title

Joe Ayers  
Joe Ayers, Principal

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

Date 4/10/23  
 Emergency Drill # 9 School Year 2022-2023

Type of Drill Time of Drill 10:17 (AM) PM  
 Fire Drill ( 5 required ) 4  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 4 00  
 minutes seconds

Total Participants 569

Remarks Total includes staff, preschool, and 2 GSRP classrooms.

**Staff Conducting Drill**

Melissa Dillon Penic Papp Jan Owen  
 Name / Title Asst. Prin. Name / Title sect. Name / Title secs.

**Drill Coordinated With:**

Emergency Management Coordinator  
 Name / Title

Law Enforcement  
 Name / Title

Fire Designee  
 Name / Title

Joe Ayers  
 Joe Ayers, Principal

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

Date 5/5/2023  
 Emergency Drill # 10 School Year 2022-2023

Type of Drill \_\_\_\_\_ Time of Drill 1:48 AM / PM

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Fire Drill ( 5 required ) <u># 5</u> | <input checked="" type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill ( 2 required)                     | <input 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: HH Elementary

Exact time required to evacuate 3 minutes 40 seconds

Total Participants 547

Remarks The total number includes preschool & 1 GSRP class plus staff.

**Staff Conducting Drill**

<u>Peni Bapst/secretary</u>	<u>Cindy Lusk/secretary sub</u>
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