

**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  
 Fire Drill (5 required) 111  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 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**

Peni Baust Amber Merritt Annie Guisinger  
 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

[Signature] - Assistant Principal