

**LANSING SCHOOL DISTRICT**  
**School Emergency Drills**  
**Documentation Form**

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 OCT 02 2014  
 DEPARTMENT OF  
 PUBLIC SAFETY

Name of Reporting School: Cumberland

Date of Drill: 10/2/14 Time drill was held: 9:00 (pm am)

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

Total Participants: 360

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

This report is for emergency drill # 2 for school year 2014-2015.

Name of person conducting drill: Martha Rusesky

Title of person conducting drill: Principal Martha Rusesky

Signature of person conducting drill: Martha Rusesky

Drill Was Coordinated With:

City 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 \_\_\_\_\_

**Please forward to the Department of Public Safety within 48 hrs. of occurrence**

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Henry H. North ES. - 71

Date of Drill: 10/10/2014 Time drill was held: 2:02 (pm/am)

Exact time required to evacuate/shelter/secure: 2 mins.

Total Participants: 600 students / Staff

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

This report is for emergency drill # 2 for school year 2014-2015

Name of person conducting drill: Nanette Kuhlmann

Title of person conducting drill: Principal

Signature of person conducting drill: Nanette Kuhlmann

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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PUBLIC SAFETY

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# LANSING SCHOOL DISTRICT

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- Fire Drill (5 required)
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**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Sheridan Road

Date of Drill: 10/13/14 Time drill was held: 1:15 P.M. (pm/am)

Exact time required to evacuate/shelter/secure: 70 seconds

Total Participants: 315

Remarks:

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This report is for emergency drill #2 for school year 2014-15

Name of person conducting drill: Jessica Benavides

Title of person conducting drill: Principal

Signature of person conducting drill: Jessica Benavides

Drill Was Coordinated With:

City 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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# LANSING SCHOOL DISTRICT

## School Emergency Drills

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*Hand #2039*  
*10-14-14*  
*TS*  
*MS*

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events  
*std going home sick.*

Name of Reporting School: Lewton Elementary

Date of Drill: 10/14/14 Time drill was held: 9:08 (pm/am)

Exact time required to evacuate/shelter/secure: 9:10 A.M. (2min)

Total Participants: 237

Remarks:

X Alarm was on more than 1 minute  
X Two classroom doors left open  
X Great lines order outside

This report is for emergency drill # 3 for school year 2014/2015

Name of person conducting drill: Dr. Buffett

Title of person conducting drill: Principal

Signature of person conducting drill: *Dr. Buffett*

Drill Was Coordinated With:

City 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: Willow Elementary

Date of Drill: 10-13-14 Time drill was held: 2:55 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: ALL students & staff

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

This report is for emergency drill # \_\_\_\_\_ for school year 2014/2015.

Name of person conducting drill: Steven Lanzo / Natasha Potts

Title of person conducting drill: Principal / Secretary

Signature of person conducting drill: Natasha Potts

Drill Was Coordinated With:

- City 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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- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Lyons

Date of Drill: 10-14-14 Time drill was held: 9:45 AM (pm/am)

Exact time required to evacuate/shelter/secure: 50 seconds

Total Participants: 330

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 2nd Lockdown for school year 2014-2015

Name of person conducting drill: Terry Baker

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

City 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: J. W. Sexton

Date of Drill: 10/15/14 Time drill was held: 8:50 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 7-12 grade

Remarks:

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 4 for school year 2014-2015

Name of person conducting drill: S. Noecker

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

- City 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: EASTON

Date of Drill: 10-15-14 Time drill was held: 1056 (pm/am)

Exact time required to evacuate/shelter/secure: 4 MIN

Total Participants: All

Remarks: DELAYED START DAY - SHORTEN CLASS  
TIMES

This report is for emergency drill # 2-Fire for school year 2014 / 2015.

Name of person conducting drill: DONNA POHL

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

City 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: Post Oak Academy

Date of Drill: 10/16/14 Time drill was held: 9:52:58-9:54:32 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 34 sec

Total Participants: 400

Remarks: Several classroom doors were left open

This report is for emergency drill # 2 for school year 2014-15.

Name of person conducting drill: Camela Diaz

Title of person conducting drill: Principal

Signature of person conducting drill: Camela I Diaz

Drill Was Coordinated With:

City 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: Cavanaugh Elementary STEAM

Date of Drill: 10/17/14 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2min 7sec

Total Participants: ~230

Remarks:

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This report is for emergency drill # 2 for school year 2014-15

Name of person conducting drill: Angela Tarry

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

City 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: Kendon

Date of Drill: 10-2-14 Time drill was held: 9:40 (pm/am)

Exact time required to evacuate/shelter/secure: 10 min

Total Participants: 202

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 3 for school year 14/15.

Name of person conducting drill: Mrs. Mask

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

City 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: Wolverine

Date of Drill: 10/9/14 Time drill was held: 5<sup>16</sup> (pm/am)

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

Total Participants: 150

Remarks:

This report is for emergency drill # 4 for school year 2014-15.

Name of person conducting drill: Larry King

Title of person conducting drill: Outreach specialist

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

City 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) EPS  
Name & Title \_\_\_\_\_

# LANSING SCHOOL DISTRICT

## School Emergency Drills

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Name of Reporting School: Cumberland

Date of Drill: 10-30-14 Time drill was held: 8:55 (pm/am)

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

Total Participants: 370

Remarks:

additional

Principal is requesting an <sup>additional</sup> (key (metal bit)) to lock front door (located above front door). Custodian may not be at that door location if Cumberland had a building lock down.

This report is for emergency drill # 6 for school year 2014-2015

Name of person conducting drill: Martha Rusesky

Title of person conducting drill: Principal

Signature of person conducting drill: Martha Rusesky

Drill Was Coordinated With:

City 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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