

LANSING SCHOOL DISTRICT

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: Riddle

Date of Drill: 1-6-15 Time drill was held: 2:30 (pm/am)

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

Total Participants: 235

Remarks: none

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JAN 09 2014

DEPARTMENT OF
PUBLIC SAFETY

This report is for emergency drill # 5 for school year 2014-15.

Name of person conducting drill: Christopher Bates

Title of person conducting drill: 3rd grade teacher / acting principal

Signature of person conducting drill: Christopher Bates

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

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DEPARTMENT OF PUBLIC SAFETY

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: EASTON

Date of Drill: 1-7-15 Time drill was held: 11:47 (pm/am)

Exact time required to evacuate/shelter/secure 8 min.

Total Participants: 1350

Remarks:

This report is for emergency drill # 7 for school year 14/15

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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DEPARTMENT OF PUBLIC SAFETY

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Forest View Elementary

Date of Drill: 01/07/15 Time drill was held: 2:30 p.m.

Exact time required to evacuate/shelter/secure: 1 minute

Total Participants: 248

Remarks: Practiced procedures for external threat lockdown

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JAN 14 2014

DEPARTMENT OF
PUBLIC SAFETY

This report is for emergency drill # 7 for school year 2014/2015.

Name of person conducting drill: Emily Wahl

Title of person conducting drill: Principal

Signature of person conducting drill: *Emily Wahl*

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: Stem Academy

Date of Drill: 1/13/15 Time drill was held: 3:16 (pm/am)

Exact time required to evacuate/shelter/secure: 3:21

Total Participants: 603

Remarks:

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JAN 13 2014

DEPARTMENT OF PUBLIC SAFETY

This report is for emergency drill # 2 for school year 14/15

Name of person conducting drill: Lamas Wilson

Title of person conducting drill: Assistant 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: Wainwright / PASS

Date of Drill: 1/13/15 Time drill was held: 2:45 (pm/am)

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

Total Participants: 14

Remarks:

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JAN 13 2014

DEPARTMENT OF
PUBLIC SAFETY

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

Name of person conducting drill: Martin Alwardt / Wendy Andrews

Title of person conducting drill: Director, SE Department / Secretary

Signature of person conducting drill: MA

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 _____

LANSING SCHOOL DISTRICT

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Stem Academy

Date of Drill: 1/13/15 Time drill was held: 3:16 (pm/am)

Exact time required to evacuate/shelter/secure: 3:21

Total Participants: 603

Remarks:

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JAN 13 2014

DEPARTMENT OF
PUBLIC SAFETY

This report is for emergency drill # 2 for school year 14/15.

Name of person conducting drill: Lamar Wilson

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Lamar Wilson

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 _____

LANSING SCHOOL DISTRICT

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Stem Academy

Date of Drill: 1/13/15 Time drill was held: 3:16 (pm/am)

Exact time required to evacuate/shelter/secure: 3:21

Total Participants: 603

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JAN 14 2014

Remarks:

DEPARTMENT OF
PUBLIC SAFETY

This report is for emergency drill # 2 for school year 14/15.

Name of person conducting drill: Lamar Wilson

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Lamar Wilson

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
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- Recess
- Other Events

Name of Reporting School: _____ Fairview Elementary _____

Date of Drill: _____ 1/13/15 _____ Time drill was held: _____ 2:04pm _____ (pm/am)

Exact time required to evacuate/shelter/secure: _____ 1 minute _____

Total Participants: _____ All staff and students in the building _____

Remarks:
_____ All went well.

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JAN 14 2014

DEPARTMENT OF
PUBLIC SAFETY

This report is for emergency drill # _____ 5 _____ for school year _____ 2014/2015 _____.

Name of person conducting drill: _____ Janice Marchal _____

Title of person conducting drill: _____ Principal _____

Signature of person conducting drill: _____ *Janice Marchal* _____

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: 1-15-15 Time drill was held: 12:55 (pm/am)

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

Total Participants: 186

Remarks:

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JAN 15 2014

DEPARTMENT OF PUBLIC SAFETY

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

Name of person conducting drill: LaDonna Mask

Title of person conducting drill: Principal

Signature of person conducting drill: LaDonna Mask

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 _____

LANSING SCHOOL DISTRICT

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Mt. Hope STEAM Magnet School

Date of Drill: January 15, 2015 Time drill was held: 2:00 PM (pm/am)

Exact time required to evacuate/shelter/secure: 2:50

Total Participants: ≈ 240

Remarks: This practice drill was originally scheduled for January 8, 2015. It took 2:50 for students to be locked down and secured.

This report is for emergency drill # 7 for school year 2014-15.

Name of person conducting drill: Elizabeth M. Jones

Title of person conducting drill: Principal

Signature of person conducting drill: *Elizabeth M. Jones*

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JAN 15 2014

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 _____

DEPARTMENT OF
PUBLIC SAFETY

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Attwood

Date of Drill: 1/16/15 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 9:38 Am

Total Participants: All

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Remarks:

JAN 16 2014

DEPARTMENT OF
PUBLIC SAFETY

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

Name of person conducting drill: Sharon Pease

Title of person conducting drill: Principal

Signature of person conducting drill: Sharon Pease

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: Averill

Date of Drill: 1/26/15 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 350

Remarks:

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

Name of person conducting drill: Kyron Harvell

Title of person conducting drill: Principal

Signature of person conducting drill: Kyron Harvell

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: Wainwright

Date of Drill: 1/27/14 Time drill was held: 1:50 (pm/am)

Exact time required to evacuate/shelter/secure: 1:20

Total Participants: 15

Remarks:

This report is for emergency drill # _____ for school year _____

Name of person conducting drill: Calvin Beard Wendy Andrews

Title of person conducting drill: TWO - Public Safety Secretary

Signature of person conducting drill: Calvin Beard

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
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- Recess
- Other Events

Name of Reporting School: J. W. Sexton High School

Date of Drill: 1/28/15 Time drill was held: 2:10 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 7-12 grades

Remarks:

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

Name of person conducting drill: S. Noecker

Title of person conducting drill: Principal

Signature of person conducting drill: Jandra Noecker

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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FEB 11 2015

DEPARTMENT OF
PUBLIC SAFETY

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Beekman

Date of Drill: 1/12/15 Time drill was held: 2:35 (pm/am)

Exact time required to evacuate/shelter/secure: 5:20 minutes

Total Participants: 200 Staff / Students

Remarks:

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

Name of person conducting drill: Lori Abbott-Smith

Title of person conducting drill: Principar

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: Lewton

Date of Drill: 01/22/2015 Time drill was held: 11:30 (pm/am)

Exact time required to evacuate/shelter/secure: 11:35 a.m.

Total Participants: 300

Remarks: concerned about inadequate/not working shades in classrooms w/ exterior walls

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

Name of person conducting drill: Dr. Buffett

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 _____