

LANSING SCHOOL DISTRICT
School Emergency Drills
Documentation Form

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DEC 03 2016

DEPARTMENT OF
PUBLIC SAFETY

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: Kendon

Date of Drill: 12/6/16 Time drill was held: 10:00 (pm/am)

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

Total Participants: 200

Remarks:

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: LaDonna 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

Type of Drill

Lockdown Drill (3 Required)

Standard Drill
DEPARTMENT OF PUBLIC SAFETY

Name of Reporting School: Sheridan Road STEM

Date of Drill: 12-6-16 Time drill was held: 10:22 AM

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

Total Participants: 320

Remarks:

This report is for emergency drill #³ _____ for school year: **2016-2017**

Name of person conducting drill: Jessica Benavides

Title of person conducting drill: Principal

Signature of person conducting drill: **Jessica Benavides**

Digitally signed by Jessica Benavides
DN: cn=Jessica Benavides, o, ou,
email=jessica.benavides@lansingschools.net, c=US
Date: 2016.09.15 10:45:13 -04'00'

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

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Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

Name of Reporting School: Wainwright

Date of Drill: 12/6/2016 Time drill was held: 11:00 AM

Exact time required to evacuate/shelter/secure: 1 minute 32 seconds

Total Participants: 11

Remarks:

This report is for emergency drill #4 for school year: **2016-2017**

Name of person conducting drill: Karlin Tichenor

Title of person conducting drill: Executive Director, Office of School Culture

Signature of person conducting drill: **Karlin Tichenor**

Digitally signed by Karlin Tichenor
DN: cn=Karlin Tichenor, o=ou,
email=nancy.zamiara@lansingschools.net, c=US
Date: 2016.12.06 11:36:06 -05'00'

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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Type of Drill

Lockdown Drill (3 Required)

Time of Drill

DEPARTMENT OF
PUBLIC SAFETY
Standard Drill

Name of Reporting School: Gardner Academy

Date of Drill: 12-7-2016 Time drill was held: 11:10 AM

Exact time required to evacuate/shelter/secure: 9 minutes

Total Participants: ~~457~~ 494

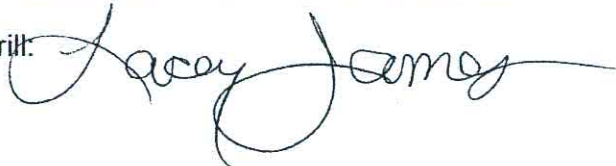
Remarks:

This report is for emergency drill # 6 for school year: **2016-2017**

Name of person conducting drill: Lacey James

Title of person conducting drill: Assistant 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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2016-2017

DEPARTMENT OF
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Type of Drill

Time of Drill

Fire Drill (5 Required)

During Class Change

Name of Reporting School: North Elementary School

Date of Drill: 12-7-16 Time drill was held: 11:11 AM

Exact time required to evacuate/shelter/secure: 1:58

Total Participants: 611

Remarks:

No problems noted.

This report is for emergency drill # 4 for school year: **2016-2017**

Name of person conducting drill: Rodriguez Pena and Hoisington

Title of person conducting drill: Principal and Asst Principal

Signature of person conducting drill: **Heather Hoisington Heather Hoisington**

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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Type of Drill

Time of Drill

Lockdown Drill (3 Required)

During Other Event

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

Date of Drill: 12/7/16 Time drill was held: 10:27 AM

Exact time required to evacuate/shelter/secure: 6 minutes


Total Participants: 836

Remarks:

This report is for emergency drill #5 for school year: **2016-2017**

Name of person conducting drill: Glenn Stevens

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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Type of Drill

Time of Drill

Lockdown Drill (3 Required)

During Lunch

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Name of Reporting School: Wexford Montessori Academy

Date of Drill: 12/8/17 Time drill was held: 1:02 PM

Exact time required to evacuate/shelter/secure: 1 minute 38 seconds

Total Participants: 351

Remarks:

During lunch time.

This report is for emergency drill # 3 for school year: **2016-2017**

Name of person conducting drill: Nancy Lubeski

Title of person conducting drill: Principal

Signature of person conducting drill: *Nancy Lubeski*

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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Type of Drill

Time of Drill

Lockdown Drill (3 Required)

Standard Drill

Name of Reporting School: North Elementary School

Date of Drill: December 9, 2016 Time drill was held: 1:50 PM

Exact time required to evacuate/shelter/secure: 2:15

Total Participants: 598

Remarks:

No problems noted.

This report is for emergency drill #5 for school year: **2016-2017**

Name of person conducting drill: Rodriguez Pena and Hoisington

Title of person conducting drill: Principal and Asst Principal

Signature of person conducting drill: **Heather Hoisington**

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 LPD - Officer Penny Elton

OR

Fire (fire chief or designee)
Name & Title _____

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Time of Drill **FEB 22 2017**

Lockdown Drill (3 Required)

Standard **DEPARTMENT OF
PUBLIC SAFETY**

Name of Reporting School: Riddle

Date of Drill: 12/9/16 Time drill was held: 9:30 AM

Exact time required to evacuate/shelter/secure: 2 min 20sec

Total Participants: 245

Remarks:

This report is for emergency drill # 5 for school year: **2016-2017**

Name of person conducting drill: Nicole Beard

Title of person conducting drill: Principal

Signature of person conducting drill: *Nicole 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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DEC 19 2016

Type of Drill

Time of Drill

Lockdown Drill (3 Required)

DEPARTMENT OF
PUBLIC SAFETY
Standard Drill

Name of Reporting School: Wexford Montessori Academy

Date of Drill: December 14, 2016 Time drill was held: 2:40 PM

Exact time required to evacuate/shelter/secure: 1 minute 43 seconds

Total Participants: 381

Remarks:

Standard lockdown drill

This report is for emergency drill #4 for school year: **2016-2017**

Name of person conducting drill: Nancy Lubeski

Title of person conducting drill: Principal

Signature of person conducting drill: *Nancy Lubeski*

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

Type of Drill

Lockdown Drill (3 Required)

Standard Drill

Name of Reporting School: Hill Center

Date of Drill: Dec. 15, 2016 Time drill was held: 9:30 AM

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

Total Participants: 50

Remarks:

PA system does not work in all classroom areas of building. Classes did not hear the drill announcement. The Physical Plant has been alerted.

This report is for emergency drill # 1 for school year: **2016-2017**

Name of person conducting drill: Joan Sawyer

Title of person conducting drill: Director Of Technology

Signature of person conducting drill: **Joan Sawyer**

Digitally signed by Joan Sawyer
DN: cn=Joan Sawyer, o=Lansing School District, ou=Director of
Technology, email=joan.sawyer@lansingschools.net, c=US
Date: 2016.12.15 16:00:30 -05'00'

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

Tornado Drill (2 Required)

During Other Event

Name of Reporting School: Beekman #2 Lock Down

Date of Drill: 12/16/16 Time drill was held: 10:47 AM

Exact time required to evacuate/shelter/secure: 11:05 AM

Total Participants: All

Remarks: Standard

This report is for emergency drill # 6 for school year: **2016-2017**

Name of person conducting drill: Rob Ellis

Title of person conducting drill: Asst. 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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