



# Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/3/2017	10/3/2017

<b>School</b>	Cavanaugh STEAM
<b>Principal</b>	Angela Jackson

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:27 PM	7 minutes 7 sec

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Afternoon Recess	310

**Remarks**


<b>Name of person conducting drill</b>	Angela Jackson
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Tuesday, October 03, 2017
<b>Time</b>	2:35 PM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/3/2017	10/3/2017

<b>School</b>	Gardner
<b>Principal</b>	Priscilla Ellis

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:22 AM	2

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
During Class Change	550

**Remarks**


<b>Name of person conducting drill</b>	Priscilla Ellis
<b>Title of person conducting drill</b>	Principal
Date of Signature	Tuesday, October 03, 2017
Time	1:33 AM

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator
<b>AND</b>	Name	<input type="text"/>
	Title	<input type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)
<b>OR</b>	Name & Title	<input type="text"/>
	Title	<input type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator
	Name & Title	<input type="text"/>
	Title	<input type="text"/>



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/3/2017	10/3/2017

<b>School</b>	Woodcreek Achievement Center
<b>Principal</b>	Broderick Williams

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2nd Fire Drill	Five minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon	67

**Remarks**


<b>Name of person conducting drill</b>	Broderick Williams
<b>Title of person conducting drill</b>	Principal
Date of Signature	Tuesday, October 03, 2017
Time	2:17 pm

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

	<b>Name</b>	Tammy
	<b>Title</b>	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

	<b>Name &amp; Title</b>	
	<b>Title</b>	

City Emergency Management Coordinator

	<b>Name &amp; Title</b>	
	<b>Title</b>	



# Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	9/27/2017	10/5/2017

<b>School</b>	Kendon
<b>Principal</b>	LaDonna Mask

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:15 AM	10

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon	200

**Remarks**


<b>Name of person conducting drill</b>	LaDonna Mask
<b>Title of person conducting drill</b>	Principal
Date of Signature	Thursday, October 05, 2017
Time	2:25 p.m.

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND** Name

Title

Law Enforcement (county sheriff or chief of police or designee or MSP)

**OR** Name & Title

Title

City Emergency Management Coordinator

Name & Title

Title



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	October 5th	October 5th, 2017

<b>School</b>	Reo
<b>Principal</b>	Sarah Odneal

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
10:45am	3

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Morning Centers	204

**Remarks**

Students filed out much quicker this time as versus the previous drill.
We were able to have two people quickly go through the building to make sure all classrooms were cleared.

<b>Name of person conducting drill</b>	Sarah Odneal
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Thursday, October 05, 2017
<b>Time</b>	12:00pm

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	EMS Security Service
Title	

Law Enforcement (county sheriff or chief of police or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
<b>Scheduled for:</b>	Tuesday, October 3, 2017	Thursday, October 5, 2017

<b>School</b>	Wexford Montessori Academy
<b>Principal</b>	Nancy Lubeski

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
10:27 a.m.	1 minute 35 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
During Morning Classes/Other Event	385

**Remarks**


<b>Name of person conducting drill</b>	Nancy Lubeski
<b>Title of person conducting drill</b>	Principal
Date of Signature	Thursday, October 05, 2017
Time	1:30 p.m.

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of police or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #3</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/6/2017	10/6/2017

<b>School</b>	Cumberland
Principal	Martha Rusesky

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:15 PM	1 minute 32 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Classroom Instruction	268

**Remarks**

Principal was absent from school in the PM so Head Custodian, Pam Wren, conducted the scheduled fire

<b>Name of person conducting drill</b>	Pam Wren
<b>Title of person conducting drill</b>	Custodian
Date of Signature	Friday, October 06, 2017
Time	3:00 PM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



## Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/9/2017	10/9/2017

<b>School</b>	Office of School Culture/Wainwright
<b>Principal</b>	Dr. Karlin Tichenor

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:00 PM	3 minutes, 16 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Afternoon	12

**Remarks**


<b>Name of person conducting drill</b>	Karlin Tichenor, N. Zamiara, L. Hester
<b>Title of person conducting drill</b>	Executive Director, Secretaries
Date of Signature	Monday, October 09, 2017
Time	2:00 PM

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator
<b>AND</b>	Name	<input style="width: 100%;" type="text"/>
	Title	<input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)
<b>OR</b>	Name & Title	<input style="width: 100%;" type="text"/>
	Title	<input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator
	Name & Title	<input style="width: 100%;" type="text"/>
	Title	<input style="width: 100%;" type="text"/>





## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	9/27/2017	10/9/2017

<b>School</b>	Forest View
<b>Principal</b>	Emily Brown

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
10:20 AM	1 min 24 sec

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Class	286

**Remarks**


<b>Name of person conducting drill</b>	Emily Brown
<b>Title of person conducting drill</b>	Principal
Date of Signature	Tuesday, October 10, 2017
Time	2:15 PM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of police or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/10/2017	10/10/2017

<b>School</b>	Gier Park School
<b>Principal</b>	Rebecca Stephens

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
8:55 AM	1 minute 30 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Morning classroom work	408

**Remarks**


<b>Name of person conducting drill</b>	R. Stephens
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Tuesday, October 10, 2017
<b>Time</b>	9:25 AM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

<b>Name</b>	
<b>Title</b>	

Law Enforcement (county sheriff or chief of police or designee or MSP)

**OR**

<b>Name &amp; Title</b>	
<b>Title</b>	

City Emergency Management Coordinator

<b>Name &amp; Title</b>	
<b>Title</b>	

School District

# Emergency Drills Documentation Form 2017-18

Scheduled for: 10-10-17 Date 10-10-17 Type of Drill SHELTER #1

School	Averill
Principal	Kyron Harvell

Time of Drill	Duration of Drill in Minutes
10:00	10:06

Remarks	Drill During What Part of Day	Total Participants
	MORNING	204

Name of person conducting drill

Title of person conducting drill

Date of Signature

Time

Kyron Harvell
Principal

Drill was Coordinated with:

City Emergency Management Coordinator

Name

AND

Title

Law Enforcement (county sheriff or chief of policie or designee or MSP)

Name & Title



# Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #1</b>	<b>Actual Date of Drill</b>
<b>Scheduled for:</b>	Tues., Oct. 10, 2017	Tues., Oct. 10 2017

<b>School</b>	Mt. Hope STEAM Magnet Elementary
<b>Principal</b>	Elizabeth M. Jones

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:05 PM	5 Minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Recess	225

**Remarks**

One class was outside for recess. They quickly came indoors. We transition from an outside
threat to an indoor threat.

<b>Name of person conducting drill</b>	Elizabeth Jones
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Oct. 10, 2017
<b>Time</b>	2:13 PM

Elizabeth M.  
Jones

Digitally signed by Elizabeth M. Jones  
DN: cn=Elizabeth M. Jones, o=Mt. Hope  
STEAM, ou=Principal,  
email=elizabeth.jones@lansingschools.net,  
c=US  
Date: 2017.10.10 14:33:32 -0400

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Tornado #1</b>	<b>Actual Date of Drill</b>
<b>Scheduled for:</b>	10/10/2017	10/10/2017

<b>School</b>	Post Oak Academy
<b>Principal</b>	Tracy Ojerio

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
11:03am	2 minutes, 15 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
AM Instructional Hours	~300

**Remarks**

ying at Voice Level 0; Many younger students talking/whispering. Discussed moving one kindergarten

<b>Name of person conducting drill</b>	Tracy Ojerio
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Tuesday, October 10, 2017
<b>Time</b>	2:19pm

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	
<b>AND</b>		Name	<input type="text"/>
		Title	<input type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	
<b>OR</b>		Name & Title	<input type="text"/>
		Title	<input type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	<input type="text"/>
		Title	<input type="text"/>



# Emergency Drills Documentation Form 2017-18

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

	<b>Tornado #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/11/2017	10/11/2017

<b>School</b>	Willow Elementary
<b>Principal</b>	Steven Lonzo

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
3:00 p.m	1 min 40sec

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon	entire school 220 students

**Remarks**

Drill went well

<b>Name of person conducting drill</b>	Steven Lonzo
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Wednesday, October 11, 2017
<b>Time</b>	3:15 PM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/12/2017	10/12/2017

<b>School</b>	Post Oak Academy
<b>Principal</b>	Tracy Ojerio

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
11:04am	1:17 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Recess	~300

**Remarks**

Classroom doors let open in main hallway.

Name of person conducting drill	Tracy Ojerio
Title of person conducting drill	Principal
Date of Signature	Friday, October 13, 2017
Time	8am

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



## Emergency Drills Documentation Form 2017-18

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

Scheduled for:	Fire #: <u>2</u> <u>10/26/17</u>	Actual Date of Drill 10/12/2017
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School	Beekman Center
Principal	Lori Abbott Smith

Time of Drill	Duration of Drill in Minutes
9:00 a.m.	6 mins.

Drill During What Part of Day	Total Participants
	ALL

**Remarks**

Student pulled the fire alarm today, Mr. Ellis sent the student back home with his group
home staff.
LFD did respond to the call, even after Bruce shared with them that this was a false alarm.

Name of person conducting drill	Rob Ellis
Title of person conducting drill	Asst. Principal
Date of Signature	Thursday, October 12, 2017
Time	3:17 p.m.

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	
<b>AND</b>		Name	<input type="text"/>
		Title	<input type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	
<b>OR</b>		Name & Title	<input type="text"/>
		Title	<input type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	<input type="text"/>
		Title	<input type="text"/>







# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #4</b>	<b>Actual Date of Drill</b>
Scheduled for:	4/9/2018	10/13/2017

<b>School</b>	Riddle
<b>Principal</b>	Nicole Beard

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
9:00am	2min. 54 sec

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
morning	240

**Remarks**

Simon Tanner pulled the alarm

Name of person conducting drill	Nicole Beard <i>Nicole R. Beard</i>
Title of person conducting drill	Nicole Beard
Date of Signature	Friday, October 13, 2017
Time	11:50 AM

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	
<b>AND</b>		Name	
		Title	
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	
<b>OR</b>		Name & Title	
		Title	
	<input type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	
		Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #5</b>	<b>Actual Date of Drill</b>
<b>Scheduled for:</b>	5/14/2018	10/17/2017

<b>School</b>	Riddle
<b>Principal</b>	Nicole Beard

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:45pm	2min 50sec

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon	240

**Remarks**

Simon Tanner pulled the alarm. An ASD student

<b>Name of person conducting drill</b>	Nicole Beard
<b>Title of person conducting drill</b>	
<b>Date of Signature</b>	<i>Nicole Beard</i>
<b>Time</b>	

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

	Name
	Title

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

	Name & Title
	Title

City Emergency Management Coordinator

	Name & Title
	Title



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/18/2017	10/18/2017

School	North Elementary
Principal	Ariel Rodriguez Pena

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
11:14 AM	0 <i>unk</i>

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Morning	631

**Remarks**

Several teachers left doors open. We will memo teachers.

Name of person conducting drill	Ariel Rodriguez Pena
Title of person conducting drill	Principal
Date of Signature	Wednesday, October 18, 2017
Time	11:24 AM

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator
<b>AND</b>	Name	
	Title	
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)
<b>OR</b>	Name & Title	
	Title	
	<input type="checkbox"/>	City Emergency Management Coordinator
	Name & Title	
	Title	



## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/19/2017	10/19/2017

<b>School</b>	Cavanaugh STEAM
<b>Principal</b>	Angela Jackson

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:15 PM	3 minutes 17 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Afternoon	approx 280

**Remarks**


<b>Name of person conducting drill</b>	Angela Jackson
<b>Title of person conducting drill</b>	Principal
Date of Signature	Friday, November 17, 2017
Time	9:51 AM

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	
<b>AND</b>		Name	<input style="width: 100%;" type="text"/>
		Title	<input style="width: 100%;" type="text"/>

	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	
<b>OR</b>		Name & Title	<input style="width: 100%;" type="text"/>
		Title	<input style="width: 100%;" type="text"/>

	<input type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	<input style="width: 100%;" type="text"/>
		Title	<input style="width: 100%;" type="text"/>



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/19/2017	10/19/2017

<b>School</b>	Sheridan Road STEM
Principal	Jessica Benavides

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
10:01 AM	70 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
A.M.	320

Remarks

Name of person conducting drill	Jessica Benavides
Title of person conducting drill	Principal
Date of Signature	
Time	

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of police or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/20/2017	10/20/2017

<b>School</b>	Office of School Culture/Wainwright
<b>Principal</b>	Dr. Karlin Tichenor

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
4:00 PM	2

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Afternoon	5

**Remarks**


<b>Name of person conducting drill</b>	Karlin Tichenor, N. Zamiara, L. Hester
<b>Title of person conducting drill</b>	Executive Director, Secretaries
<b>Date of Signature</b>	Friday, October 20, 2017
<b>Time</b>	4:06 PM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

	<b>Name</b>	
	<b>Title</b>	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

	<b>Name &amp; Title</b>	
	<b>Title</b>	

City Emergency Management Coordinator

	<b>Name &amp; Title</b>	
	<b>Title</b>	



## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/20/2017	10/20/2017

<b>School</b>	Eastern
<b>Principal</b>	Marcelle Carruthers

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:19pm	5 min

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
7th hour	1300

**Remarks**


<b>Name of person conducting drill</b>	Marcelle Carruthers
<b>Title of person conducting drill</b>	principal
<b>Date of Signature</b>	Friday, October 20, 2017
<b>Time</b>	

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	
<b>AND</b>		Name	
		Title	
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	
<b>OR</b>		Name & Title	
		Title	
	<input type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	
		Title	





## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/5/2017	10/20/2017

<b>School</b>	Kendon
<b>Principal</b>	LaDonna Mask

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
11:20 AM	2

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
	200

**Remarks**


<b>Name of person conducting drill</b>	Ladonna Mask
<b>Title of person conducting drill</b>	Principal
Date of Signature	Friday, October 20, 2017
Time	11:25 AM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Tornado #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/20/2017	10/20/2017

<b>School</b>	Cumberland
<b>Principal</b>	Martha Rusesky

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
10:00 AM	7 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
classroom instruction	308

**Remarks**


<b>Name of person conducting drill</b>	Martha Rusesky
<b>Title of person conducting drill</b>	Principal
Date of Signature	Friday, October 20, 2017
Time	10:15 AM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #3</b>	<b>Actual Date of Drill</b>
<b>Scheduled for:</b>	10/25/2017	10/25/2017

<b>School</b>	Fairview STEM
<b>Principal</b>	Janice Marchal

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
12:01.31pm	1 minute, 21 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
LUNCH	215

**Remarks**

Some classes were out at lunch recess while other were in the halls preparing for lunch.

<b>Name of person conducting drill</b>	Janice Marchal
<b>Title of person conducting drill</b>	Principial
<b>Date of Signature</b>	Wednesday, October 25, 2017
<b>Time</b>	12:17pm

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator
<b>AND</b>		<b>Name</b> <input style="width: 100%;" type="text"/>
		<b>Title</b> <input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)
<b>OR</b>		<b>Name &amp; Title</b> <input style="width: 100%;" type="text"/>
		<b>Title</b> <input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator
		<b>Name &amp; Title</b> <input style="width: 100%;" type="text"/>
		<b>Title</b> <input style="width: 100%;" type="text"/>



# Emergency Drills Documentation Form 2017-18

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

Scheduled for: Fire # 2 Actual Date of Drill  
10/13/17 10/26/2017

School Dwight Rich  
Principal Sandra Noecker

Time of Drill Duration of Drill in Minutes  
2pm 3:42 min

Drill During What Part of Day Total Participants  
400

Remarks


Name of person conducting drill Sandra Noecker  
Title of person conducting drill Principal  
Date of Signature Thursday, October 26, 2017  
Time 2:30pm

Drill was Coordinated with:

City Emergency Management Coordinator

**AND**

Name   
Title

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title   
Title

City Emergency Management Coordinator

Name & Title   
Title

# LANSING SCHOOL DISTRICT

## Emergency Drills Documentation Form

### 2017-2018

Type of Drill

Fire #2

Time of Drill

Standard Drill

Name of Reporting School: LYONS

Date of Drill:

10-26-17

Total Participants: 300

Remarks:

This report is for emergency drill #2 for school year: 2017-2018

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 \_\_\_\_\_

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



## Emergency Drills Documentation Form 2017-18

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

	<b>Fire #</b> 3	<b>Actual Date of Drill</b>
<b>Scheduled for:</b>	9/14/2017	10/26/2017

<b>School</b>	Beekman Center
<b>Principal</b>	Lori Abbott Smith

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:21 p.m.	6 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Class time	149 Present out of 183

**Remarks**


<b>Name of person conducting drill</b>	Rob Ellis
<b>Title of person conducting drill</b>	Asst. Principal
<b>Date of Signature</b>	Rob Ellis
<b>Time</b>	4:30 p.m.

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

	Name	
	Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

	Name & Title	
	Title	

City Emergency Management Coordinator

	Name & Title	
	Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/26/2017	10/26/2017

<b>School</b>	Dwight Rich
<b>Principal</b>	Sandra Noecker

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:15 PM	0 unk

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon	400

**Remarks**

Parent picking up student in clinic at start of drill.

<b>Name of person conducting drill</b>	Sandra Noecker
<b>Title of person conducting drill</b>	Principal
Date of Signature	10/26/17
Time	

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

Name	
Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

Name & Title	
Title	

City Emergency Management Coordinator

Name & Title	
Title	



# Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/26/2017	10/26/2017

<b>School</b>	Eastern
<b>Principal</b>	Marcelle Carruthers

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:30pm	17 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
7th hour	1300

**Remarks**

Secure with restricted access.

<b>Name of person conducting drill</b>	Marcelle Carruthers
<b>Title of person conducting drill</b>	principal
<b>Date of Signature</b>	Friday, October 26, 2017
<b>Time</b>	

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator
<b>AND</b>	Name	
	Title	
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)
<b>OR</b>	Name & Title	
	Title	
	<input type="checkbox"/>	City Emergency Management Coordinator
	Name & Title	
	Title	





# Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/26/2018	10/24/17

<b>School</b>	Gier Park School
<b>Principal</b>	Rebecca Stephens

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
8:45 AM	8 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
morning	410

**Remarks**


<b>Name of person conducting drill</b>	R. Stephens
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Monday, October 30, 2017
<b>Time</b>	9:00 AM

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator		Name <input style="width: 90%;" type="text"/>
<b>AND</b>				Title <input style="width: 90%;" type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)		Name & Title <input style="width: 90%;" type="text"/>
<b>OR</b>				Title <input style="width: 90%;" type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator		Name & Title <input style="width: 90%;" type="text"/>
				Title <input style="width: 90%;" type="text"/>



## Emergency Drills Documentation Form 2017-18

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

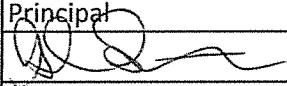
	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/26/2017	10/26/2017

<b>School</b>	J.W. Sexton High School
<b>Principal</b>	Glenn Stevens

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
11:01 AM	5 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Morning	822

**Remarks**


Name of person conducting drill	Glenn Stevens
Title of person conducting drill	Principal
Date of Signature	
Time	11:15

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	
<b>AND</b>		Name	<input type="text"/>
		Title	<input type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	
<b>OR</b>		Name & Title	<input type="text"/>
		Title	<input type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	<input type="text"/>
		Title	<input type="text"/>



# Emergency Drills Documentation Form 2017-18

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

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/12/2017	10/27/2017

<b>School</b>	Pleasant view Academy
<b>Principal</b>	Semekia Fowler

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:50 PM	7 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon	509

**Remarks**


<b>Name of person conducting drill</b>	Calvin Beard
<b>Title of person conducting drill</b>	Assistant Principal
Date of Signature	Wednesday, November 01, 2017
Time	10:58 AM

**Drill was Coordinated with:**

City Emergency Management Coordinator

**AND**

	Name	
	Title	

Law Enforcement (county sheriff or chief of policie or designee or MSP)

**OR**

	Name & Title	
	Title	

City Emergency Management Coordinator

	Name & Title	
	Title	



## Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/27/2017	10/27/2017

<b>School</b>	Riddle
<b>Principal</b>	Nicole Beard

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
11:00 AM	2 min 53 sec.

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
morning	240

**Remarks**

<b>Name of person conducting drill</b>	Nicole Beard
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	<i>Nicole R. Beard</i>
<b>Time</b>	

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	
<b>AND</b>		Name	<input style="width: 100%;" type="text"/>
		Title	<input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	
<b>OR</b>		Name & Title	<input style="width: 100%;" type="text"/>
		Title	<input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	<input style="width: 100%;" type="text"/>
		Title	<input style="width: 100%;" type="text"/>



## Emergency Drills Documentation Form 2017-18

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

	<b>Lockdown #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/30/2017	10/30/2017

<b>School</b>	Fairview STEM
<b>Principal</b>	Janice Marchal

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
9:14am	9 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Morning	220

**Remarks**

r Mark from Public Safety was at Fairview for something else and he released the students with an all

<b>Name of person conducting drill</b>	Janice Marchal
<b>Title of person conducting drill</b>	Principal
Date of Signature	Monday, October 30, 2017
Time	10:16am

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator
<b>AND</b>		Name <input style="width: 100%;" type="text"/>
		Title <input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)
<b>OR</b>		Name & Title <input style="width: 100%;" type="text"/>
		Title <input style="width: 100%;" type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator
		Name & Title <input style="width: 100%;" type="text"/>
		Title <input style="width: 100%;" type="text"/>