

# 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: LEWTON

Date of Drill: 9/4/14 Time drill was held: 2:55 (pm/am)

Exact time required to evacuate/shelter/secure: 4.5 min

Total Participants: 253

Remarks: need to close doors behind

This report is for emergency drill # 1 for school year 2014-15

Name of person conducting drill: Tom Buffett

Title of person conducting drill: Principal/Dr.

Signature of person conducting drill: Tom Buffett

Drill Was Coordinated With:

City Emergency Management Coordinator  
Name & Title NA

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title Margaret, Central Station Operator

# LANSING SCHOOL DISTRICT

## School Emergency Drills

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- 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: Willow Elementary

Date of Drill: 9-10-14 Time drill was held: 9:25 (pm/am)

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

Total Participants: \_\_\_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 1 for school year 2014/2015.

Name of person conducting drill: Katasha Potts ; Steven Konzo

Title of person conducting drill: Principal ; Secretary

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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# School Emergency Drills Documentation Form

**Type of Drill**

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: PLEASANT VIEW

Date of Drill: 9-4-14 Time drill was held: 1:50 (pm/am)

Exact time required to evacuate/shelter/secure: 2:00

Total Participants: 480

Remarks: NORMAL

This report is for emergency drill # 1 for school year 2014-15.

Name of person conducting drill: MARY HENRY

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

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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- Tornado Drill (2 required)
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### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Hill Center

Date of Drill: 9/4/14 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:00 - 1:04 pm

Total Participants: students + staff in bldg. - except for LPD

Remarks: Capt. Jim Kraus of the Lansing Police Dept. was aware of the drill.

This report is for emergency drill # 1 for school year 2014-15

Name of person conducting drill: Susan Land

Title of person conducting drill: Director, Student Services and PACE

Signature of person conducting drill: Susan Land

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 \_\_\_\_\_

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

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

Name of Reporting School: Cumberland  
 Date of Drill: 9/5/14 Time drill was held: 9:10 (pm/am)  
 Exact time required to evacuate/shelter/secure: 4 minutes  
 Total Participants: 290

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

This report is for emergency drill # 1 for school year 2014-15

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 \_\_\_\_\_

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

# LANSING SCHOOL DISTRICT

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#### Time of Drill

- Standard  
 Class Change  
 Recess  
 Other Events

Name of Reporting School: J.W. Sexton

Date of Drill: 9/5/14 Time drill was held: 9:15 AM (pm/am)

Exact time required to evacuate/shelter/secure: 3:05

Total Participants: 7-12/staff

Remarks:

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This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_

Name of person conducting drill: Noecker, Principal

Title of person conducting drill: Principal

Signature of person conducting drill: Andrew 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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# LANSING SCHOOL DISTRICT

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- 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: Stem

Date of Drill: 9/5/14 Time drill was held: 3:15 c (pm/am)

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

Total Participants: 563

Remarks:

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This report is for emergency drill # 1 for school year 14/15

Name of person conducting drill: Ellen Beal

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 \_\_\_\_\_

# LANSING SCHOOL DISTRICT

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#### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Sheridan Road

Date of Drill: 9/09/14 Time drill was held: 2:27 P.M. (pm/am)

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

Total Participants: 315

Remarks:

This report is for emergency drill #1 for school year 2014-15.

Name of person conducting drill: Jessica Benavides

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 \_\_\_\_\_



**LANSING SCHOOL DISTRICT**  
**School Emergency Drills**  
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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: 9-9-14 Time drill was held: 9:30am (pm/am)

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

Total Participants: 186

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 1 for school year 14/15.

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 \_\_\_\_\_

**LANSING SCHOOL DISTRICT**  
**School Emergency Drills**  
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Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Sheridan Road

Date of Drill: 9/09/14 Time drill was held: 2:27 P.M. (pm/am)

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

Total Participants: 315

Remarks:

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This report is for emergency drill #1 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 \_\_\_\_\_

sent 9-9-14

# LANSING SCHOOL DISTRICT School Emergency Drills Documentation Form

Type of Drill

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

Time of Drill

- XStandard
- Class Change
- Recess
- Other Events

Name of Reporting School: EVERETT

Date of Drill: 9-9-14 Time drill was held: 1:45 p.m. (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes and 40 seconds

Total Participants: 1,500

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

This report is for FIRE drill # 1 for school year 14-15.

Name of person conducting drill: Susan Cheadle-Holt

Title of person conducting drill: Principal

Signature of person conducting drill: *Susan Cheadle-Holt*

Drill Was Coordinated With:

City Emergency Management Coordinator  
Name & Title \_\_\_\_\_

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# 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: Lyon

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

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

Total Participants: 305

Remarks:

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This report is for emergency drill # 1 for school year 2014

Name of person conducting drill: Terry Baker

Title of person conducting drill: Principal

Signature of person conducting drill: TB

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Forest View

Date of Drill: 9/11/14 Time drill was held: 2:25 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min. 55 sec.

Total Participants: 222

Remarks:

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This report is for emergency drill # 1 for school year 2014/2015

Name of person conducting drill: Emily Wahl

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 \_\_\_\_\_

# 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: Post Oak Academy

Date of Drill: 9/11/14 Time drill was held: 2:45:35-2:47:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 40 sec

Total Participants: ~390

Remarks: Several classroom doors were left open; students were grabbing coats/backpacks as they were exiting their classrooms.

This report is for emergency drill # 1 for school year 2014-15.

Name of person conducting drill: Camela Diaz

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 \_\_\_\_\_

**LANSING SCHOOL DISTRICT**  
**School Emergency Drills**  
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Name of Reporting School: Wexford Montessori Academy

Date of Drill: 9-11-14 Time drill was held: 9:37 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute 31 seconds

Total Participants: 359

Remarks:

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

This report is for emergency drill # 1 for school year 2014/2015

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 \_\_\_\_\_

**LANSING SCHOOL DISTRICT**  
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Name of Reporting School: Cumberland

Date of Drill: 9/11/14 Time drill was held: 2:55 (pm/am)

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

Total Participants: 300

Remarks: students were on playground + inside building. staff + students were all in safe locations. Excellent job!

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

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 \_\_\_\_\_

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



# LANSING SCHOOL DISTRICT

## School Emergency Drills

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LANSING SCHOOL DISTRICT  
PHYSICAL PLANT

#### 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: Eastern High School

Date of Drill: Sept 12, 2014 Time drill was held: 2:51 (pm/am)

Exact time required to evacuate/shelter/secure: 4 min.

Total Participants: 1560

Remarks: PULLED STATION #2 - 12

This report is for emergency drill # 1 for school year 2014/15

Name of person conducting drill: Donna Pohl

Title of person conducting drill: Principal

Signature of person conducting drill: *Donna Pohl*

#### 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 PUBLIC SAFETY - W. ROGERS

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# 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: Fairview Elementary

Date of Drill: 9/12/14 Time drill was held: 9:34am (pm/am)

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

Total Participants: All staff and students in the building


Remarks:

Students and staff did a good job of securing their areas and remaining quiet.

This report is for emergency drill # 1 for school year 2014/2015

Name of person conducting drill: Janice Marchal

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 \_\_\_\_\_

# LANSING SCHOOL DISTRICT

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#### 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: \_\_\_\_\_ Fairview Elementary \_\_\_\_\_

Date of Drill: \_\_\_\_\_ 9/12/14 \_\_\_\_\_ Time drill was held: \_\_\_\_\_ 9:34am \_\_\_\_\_ (pm/am)

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

Total Participants: \_\_\_\_\_ All staff and students in the building \_\_\_\_\_

Remarks:

\_\_\_\_\_ Students and staff did a good job of securing their areas and remaining quiet.

This report is for emergency drill # \_\_\_\_\_ 1 \_\_\_\_\_ for school year \_\_\_\_\_ 2014/2015 \_\_\_\_\_

Name of person conducting drill: \_\_\_\_\_ Janice Marchal \_\_\_\_\_

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 \_\_\_\_\_

9/12/14

1087 / 2089

# LANSING SCHOOL DISTRICT

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Type of Drill

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

Time of Drill

- Standard 10.03
- Class Change
- Recess
- Other Events

Name of Reporting School: Averett

Date of Drill: September 12, 2014 Time drill was held: 10 (pm/am)

Exact time required to evacuate/shelter/secure: 1.17

Total Participants: 336

Remarks:

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

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

Name of person conducting drill: Kym Hurrell

Title of person conducting drill: Principal

Signature of person conducting drill: Kym Hurrell

Drill Was Coordinated With:

City Emergency Management Coordinator  
Name & Title Nicki EPS

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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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 - *lunch*

Name of Reporting School: Gardner Academy

Date of Drill: Fire 9-15-14 Time drill was held: 10:40 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute 40 sec

Total Participants: 575

Remarks:

This report is for emergency drill # 1 for school year 2014-15

Name of person conducting drill: Connie Nickson

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 \_\_\_\_\_

# LANSING SCHOOL DISTRICT

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#### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: EVERETT

Date of Drill: 9/15/14 Time drill was held: 2:00pm  
(pm/am)

Exact time required to evacuate/shelter/secure: 1 minute (drill concluded at 2:10pm)

Total Participants: 1,500

Remarks:

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

Name of person conducting drill: Dustin Gill

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 \_\_\_\_\_

# LANSING SCHOOL DISTRICT School Emergency Drills Documentation Form

Type of Drill

Time of Drill

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pleasant View

Date of Drill: 9/26/14 Time drill was held: 11:02 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 11 sec

Total Participants: 500

Remarks: Normal

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

Name of person conducting drill: BRENDA KOPF (T.C.)

Title of person conducting drill: TEACHER IN CHARGE

Signature of person conducting drill: Brenda Kopf

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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# School Emergency Drills Documentation Form

**Type of Drill**

- Fire Drill (6 required)
- Tomado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pleasant View

Date of Drill: 9-30-14 Time drill was held: 2:45 p.m. (pm/am)

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

Total Participants: 500

Remarks: several rooms did not have 2 green cards, students could be seen &/or heard in 3 classrooms, 1 door to classroom missing door knob, 1 sub had no key to lock

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

Name of person conducting drill: MARY HENRY

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

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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# LANSING SCHOOL DISTRICT

## School Emergency Drills

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- 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: Gardner

Date of Drill: 9-30-14 Time drill was held: 2:20 (pm/am)

Exact time required to evacuate/shelter/secure: 1.5 minutes

Total Participants: 802

Remarks:

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

Name of person conducting drill: Connie Nickson

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 \_\_\_\_\_

# LANSING SCHOOL DISTRICT

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**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: Stem Academy

Date of Drill: 9/30/14 Time drill was held: 9:42 (pm/am)

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

Total Participants: 563

Remarks:  
48° degrees damp weather  
Station 5

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

Name of person conducting drill: Lamar Wilson

Title of person conducting drill: Asst. 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

## 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: 9.29.14 Time drill was held: 9:30 (pm am)

Exact time required to evacuate/shelter/secure: 7 minutes

Total Participants: 230

Remarks:

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

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

Name of person conducting drill: Marilyn Earley

Title of person conducting drill: Principal

Signature of person conducting drill: Marilyn Earley

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 Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Woodcreek

Date of Drill: Sept 2, 2014 Time drill was held: N/A (pm/am)

Exact time required to evacuate/shelter/secure: 10:23 Am 3min

Total Participants: 225

Remarks: Drill was conducted in a timely fashion with student and staff

This report is for emergency drill # 1 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)  
Name & Title EPS

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# 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: Woodcreek

Date of Drill: Sept 5, 2014 Time drill was held: 11:45 (pm/am)

Exact time required to evacuate/shelter/secure: 11:45

Total Participants: 215

Remarks: Student remained in classrooms with no incidents

This report is for emergency drill # 2 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)  
Name & Title EPS

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**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: Woodcreek

Date of Drill: 9-30-14 Time drill was held: 1:40 pm (pm/am)

Exact time required to evacuate/shelter/secure: 1:40 - 1:44 4min

Total Participants: 160

Remarks:

This report is for emergency drill # 3 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)  
Name & Title \_\_\_\_\_

# 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: \_\_\_\_\_ Fairview Elementary \_\_\_\_\_

Date of Drill: \_\_\_\_\_ 9/23/14 \_\_\_\_\_ Time drill was held: \_\_\_\_\_ 1:26pm \_\_\_\_\_ (pm/am)

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

Total Participants: \_\_\_\_\_ All staff and students in the building \_\_\_\_\_

Remarks:

\_\_\_\_\_ All went well.

This report is for emergency drill # \_\_\_\_\_ 2 \_\_\_\_\_ 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 \_\_\_\_\_