

# 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: EASTERN

Date of Drill: 5-29-15 Time drill was held: 9:40 (pm/am)

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

Total Participants: 1200

Remarks:

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

This report is for emergency drill # 10 for school year 2014 / 2015

Name of person conducting drill: Donna Pugh

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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# 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: Gardner

Date of Drill: 5-29-15 Time drill was held: 1:05 (pm/am)

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

Total Participants: 766

Remarks:

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This report is for emergency drill # 10 for school year 2014-15

Name of person conducting drill: Connie Dickson

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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**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: Cavanaugh STEAM

Date of Drill: 5/28/15 Time drill was held: 1:35 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min 7 sec

Total Participants: ~250

Remarks:

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This report is for emergency drill # 10 for school year 2014-15

Name of person conducting drill: Angela Tarry

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 Marcy

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

2039

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: Willow Elementary

Date of Drill: 5-28-15 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: Immediately

Total Participants: 280 - all students

Remarks:

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

Name of person conducting drill: Steven Lonzo / Latasha Potts

Title of person conducting drill: Principal / Secretary

Signature of person conducting drill: Latasha Potts

Drill Was Coordinated With:

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

AND

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

OR

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

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# 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: Kendon

Date of Drill: 5-28-15 Time drill was held: 9:33 (pm/am)

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

Total Participants: 142

Remarks: 3rd grades out of bldg. on field trip  
No Pre-K in Bldg.

This report is for emergency drill # 10 for school year 14/15

Name of person conducting drill: Mrs. Mask

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

**AND**

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

**OR**

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

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# 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: Averill

Date of Drill: 5/27/15 Time drill was held: 2:05 (pm/am)

Exact time required to evacuate/shelter/secure: 4

Total Participants: 330

Remarks:

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

This report is for emergency drill # 5 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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# LANSING SCHOOL DISTRICT

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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: Gardner

Date of Drill: 5-26-15 Time drill was held: 2:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 50 sec

Total Participants: 766

Remarks:

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This report is for emergency drill # 4 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 \_\_\_\_\_

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# 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: 5/22/15 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:08

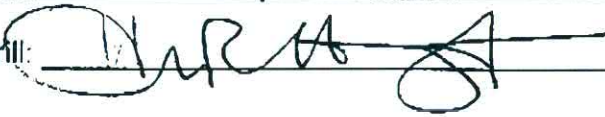
Total Participants: 500

Remarks:  
None. No problems.

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

Name of person conducting drill: Heather Hoisington

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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# LANSING SCHOOL DISTRICT

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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: Pattengill

Date of Drill: 5/22/15 Time drill was held: 9:20 (pm/am)

Exact time required to evacuate/shelter/secure: 9:25

Total Participants: 486

Remarks:

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

Name of person conducting drill: Tony Forsthoefel

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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**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: Sheridan Road

Date of Drill: 5/22/15 Time drill was held: 9:10 A.M. (pm/am)

Exact time required to evacuate/shelter/secure: 35 seconds

Total Participants: 315

Remarks:

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

This report is for emergency drill #10 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 \_\_\_\_\_

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# 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: North

Date of Drill: 5/20/15 Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: —

Total Participants: 560

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

This report is for emergency drill # 9 for school year 2014-15  
Name of person conducting drill: Ariel Rodriguez Pena  
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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Type of Drill

- Fire Drill (5 required)
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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: EVERETT

Date of Drill: 5-19-15 Time drill was held: 11:15 (PM/am)

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

Total Participants: 1400

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 9 for school year 2014-2015.

Name of person conducting drill: Dustin Gill

Title of person conducting drill: ASSISTANT PRINCIPAL

Signature of person conducting drill: Dustin Gill

Drill Was Coordinated With:

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

**AND**

- Law Enforcement (county sheriff or chief of police or designee of MSP)  
Name & Title MARtha ROCHFORD Lansing PD

**OR**

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

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**School Emergency Drills**  
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Type of Drill

- 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: Fairview

Date of Drill: 05/07/15 Time drill was held: 2:24 (pm/am)

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

Total Participants: 212

Remarks:

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This report is for emergency drill # 10 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 \_\_\_\_\_

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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

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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: Ken don Elem. School

Date of Drill: 5-7-15 Time drill was held: 10:33 (pm am)

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

Total Participants: 270

Remarks: We had a substitute teacher in one of the kindergartens.

This report is for emergency drill # 9 for school year 14/15

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 \_\_\_\_\_

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

Date of Drill: 5/7/15 Time drill was held: 8:49 (pm/am)

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

Total Participants: 360

Remarks:

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

This report is for emergency drill # 7 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 MISP)  
Name & Title \_\_\_\_\_

**OR**

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

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# LANSING SCHOOL DISTRICT

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#### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Riddle

Date of Drill: 5-5-15 Time drill was held: 9:30 (pm/am) (pm)

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

Total Participants: 250

Remarks:

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This report is for emergency drill # 10 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

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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: Cavanaugh STEAM

Date of Drill: 5/5/15 Time drill was held: 9:20 (pm/am)

Exact time required to evacuate/shelter/secure: 5min 49seconds

Total Participants: ~255

Remarks:

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This report is for emergency drill # 9 for school year 2014-15

Name of person conducting drill: Angela Tarry

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With: N/A

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 (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: Hill Center

Date of Drill: 5/1/15 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:00 - 1:08 p.m.

Total Participants: Staff, Adult Ed. students, Schmidt Community Center - not LPD

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

This report is for emergency drill # 10 for school year 2014-15

Name of person conducting drill: Susan Land

Title of person conducting drill: Director, Student Services/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 \_\_\_\_\_

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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

Name of Reporting School: Cavanaugh STEAM

Date of Drill: 5/1/15 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 3:31

Total Participants: ~ 220

Remarks:

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

Name of person conducting drill: Angela Tarry

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

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

AND

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

OR

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

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

Date of Drill: 5-1-15 Time drill was held: 8:58 am (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 36 seconds

Total Participants: 390

Remarks:

Lock-down drill

This report is for emergency drill # 8 for school year 2014/2015

Name of person conducting drill: Nancy Lubeski

Title of person conducting drill: Nancy Lubeski

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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**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: Sheridan Road

Date of Drill: 5/01/15 Time drill was held: 2:12 P.M. (pm/am)

Exact time required to evacuate/shelter/secure: 90 seconds

Total Participants: 315

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill #9 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 \_\_\_\_\_

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