

LANSING SCHOOL DISTRICT  
Department of Public Safety  
School Safety Drill Documentation Form  
2016-2017

Type of Drill

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

Time of Drill

- Standard  
 Class Change  
 Recess

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Name of Reporting School:

Everett High School

SEP 20 2016

DEPARTMENT OF  
PUBLIC SAFETY

Date of Drill:

09/08/2016

Time of Drill:

950

Exact time required to evacuate/shelter/secure:

6.38

Total Participants:

1600

Remarks:

Standard Fire Drill

Emergency drill number # (This number should match the drill number on your schedule)

1

Name of person conducting drill:

Dustin Gill

Title of person conducting drill:

Assistant Principal

Name of person completing this form:

Dustin Gill

Title of person completing this form:

Assistant Principal

Drill was coordinated with:

- Emergency Management Coordinator  
 Law Enforcement  
 Fire  
 Other  
 N/A

Name and title of person drill was coordinated with:

Officer Mark Langschwager

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Department of Public Safety  
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2016-2017

Type of Drill

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

Time of Drill

- Standard  
 Class Change  
 Recess

Name of Reporting School:

Forest View

Date of Drill:

09/12/2016

Time of Drill:

135

Exact time required to evacuate/shelter/secure:

126

Total Participants:

177

Remarks:

Drill @ 1:35PM - Total time 1 min 26 seconds (sections do not allow for letters or symbols)

Emergency drill number # (This number should match the drill number on your schedule)

1

Name of person conducting drill:

Emily Brown

Title of person conducting drill:

Principal

Name of person completing this form:

Jennifer Ashley

Title of person completing this form:

Secretary

Drill was coordinated with:

- Emergency Management Coordinator  
 Law Enforcement  
 Fire  
 Other  
 N/A

Name and title of person drill was coordinated with:

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SEP 12 2016

DEPARTMENT OF  
PUBLIC SAFETY

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

2016-2017

Type of Drill

Time of Drill

Tornado Drill (2 Required)

During Other Event

Name of Reporting School: Kendon

Date of Drill: 9/12/16 Time drill was held: 9:57 AM

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

Total Participants: 200

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Remarks:

SEP 12 2016

DEPARTMENT OF  
PUBLIC SAFETY

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 \_\_\_\_\_

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

# LANSING SCHOOL DISTRICT Department of Public Safety School Safety Drill Documentation Form 2016-2017

**Type of Drill**

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

**Time of Drill**

- Standard
- Class Change
- Recess

Name of Reporting School:

Rich STEM Academy

Date of Drill:

09/13/2016

Time of Drill:

236

Exact time required to evacuate/shelter/secure:

4

Total Participants:

500

Remarks:

Emergency drill number # (This number should match the drill number on your schedule)

1

Name of person conducting drill:

LaMar Wilson

Title of person conducting drill:

Assistant Principal

Name of person completing this form:

LaMar Wilson

Title of person completing this form:

Assistant Principal

Drill was coordinated with:

- Emergency Management Coordinator
- Law Enforcement
- Fire
- Other
- N/A



Name and title of person drill was coordinated with:

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DEPARTMENT OF  
PUBLIC SAFETY

ext. 2039

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**School Emergency Drills**  
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2016-2017

Type of Drill

Fire Drill (5 Required)

Time of Drill

Standard Drill

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SEP 19 2016

DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: Pleasant View Academy

Date of Drill: September 13, 2016 Time drill was held: 2:35 PM

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

Total Participants: 500 plus

Remarks:

Good drill need to work out the timing of the drill.

This report is for emergency drill # First Fire Drill for school year: **2016-2017**

Name of person conducting drill: Calvin Beard

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 \_\_\_\_\_

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

**LANSING SCHOOL DISTRICT**  
**School Emergency Drills**  
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**2016-2017**

Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

Name of Reporting School: MT. HOPE STEAM MAGNET ELEMENTARY

Date of Drill: 9/13/16 Time drill was held: 1:30 PM

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

Total Participants: 252

Remarks:

EVERYTHING WENT WELL

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SEP 15 2016  
DEPARTMENT OF  
PUBLIC SAFETY

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

Name of person conducting drill: ELIZABETH JONES

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: **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: 2016.09.15 11:02:12 -0400

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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**2016-2017**

Type of Drill

Time of Drill

Fire Drill (5 Required)

During Other Event

Name of Reporting School: Fairview STEM

Date of Drill: 9/14/16 Time drill was held: 11:00 **AM**

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

Total Participants: 215

Remarks:  
The first late start Wednesday. Buses were late and students were still going to classes.

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**SEP 15 2016**

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PUBLIC SAFETY**

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

Name of person conducting drill: Janice Marchal

Title of person conducting drill: Principal

Signature of person conducting drill: **Janice Marchal** Digitally signed by Janice Marchal  
Date: 2016.09.15 09:26:46 -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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2016-2017

Type of Drill

Tornado Drill (2 Required)

Fire Drill

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Time of Drill

3:40 p  
SEP 19 2016  
During Other Event

DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: Woodcreek

Date of Drill: 9/14/16 Time drill was held: 3:40 pm AM

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

Total Participants: 85

Remarks:

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

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

Name of person conducting drill: Carla Walker

Title of person conducting drill: Custodian

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 EPS (Tracy)

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



**LANSING SCHOOL DISTRICT**  
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2016-2017

Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

Name of Reporting School: Gier Park Elementary

Date of Drill: 09-14-2016 Time drill was held: 11:00 AM

Exact time required to evacuate/shelter/secure: 1:30:51 min.

Total Participants: 276 students + 28 staff = 304 total

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

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

Name of person conducting drill: Rebecca Stephens

Title of person conducting drill: Principal

Signature of person conducting drill:

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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 Mary Beck, Custodian, called the fire drill in

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**LANSING SCHOOL DISTRICT**  
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Type of Drill

Time of Drill

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Fire Drill (5 Required)

Standard Drill

Name of Reporting School: Cumberland

Date of Drill: Sept. 14, 2016 Time drill was held: 2:04 PM

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

Total Participants: 265

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

This report is for emergency drill # 1 for school year: 2015-2016<sup>16 17</sup>

Name of person conducting drill: Martha Rusesky

Title of person conducting drill: Cumberland 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 \_\_\_\_\_

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# LANSING SCHOOL DISTRICT

## School Emergency Drills

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2016-2017

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PUBLIC SAFETY

Type of Drill

Lockdown Drill (3 Required)

Time of Drill

Standard Drill

Name of Reporting School: Sheridan Road STEM

Date of Drill: 9-14-16 Time drill was held: 11:20 AM

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

Total Participants: 320

Remarks:

Standard

This report is for emergency drill # 1 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 10:29:54 -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**

**LANSING SCHOOL DISTRICT**  
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**2016-2017**

Type of Drill

Time of Drill

Tornado Drill (2 Required)

During Other Event

Name of Reporting School: Beekman #1 Fire

Date of Drill: 9/15/16 Time drill was held: 2:00 pm AM

Exact time required to evacuate/shelter/secure: 2:06 pm

Total Participants: All

Remarks: Fine - 1 Bathroom issue - resolved

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

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

# LANSING SCHOOL DISTRICT

## School Emergency Drills

### Documentation Form

2016-2017

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DEPARTMENT OF  
PUBLIC SAFETY

Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

Name of Reporting School: Pattengill Academy

Date of Drill: September 15, 2016 Time drill was held: 10:00 AM

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

Total Participants: 488

Remarks:

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

Name of person conducting drill: Mr. Forsthoefel

Title of person conducting drill: Principal

Signature of person conducting drill: **Tony Forsthoefel** Digitally signed by Tony Forsthoefel  
Date: 2016.11.02 13:14:11 -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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2016-2017

Type of Drill

Fire Drill (5 Required)

Time of Drill

Standard Drill

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DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: Gardner Academy

Date of Drill: 9-15-2016 Time drill was held: 10:15 AM

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

Total Participants: 539

Remarks:

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

Name of person conducting drill: Priscilla Ellis

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**

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2016-2017

Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

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SEP 15 2016

Name of Reporting School: Attwood Elementary

DEPARTMENT OF  
PUBLIC SAFETY

Date of Drill: 9-15-16

Time drill was held: 9:00

AM

Exact time required to evacuate/shelter/secure: 5 minutes and 39 seconds

Total Participants: 260

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

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

Name of person conducting drill: Sharon Pease

Title of person conducting drill: Principal

Signature of person conducting drill: X - Sharon Pease

Drill Was Coordinated With:

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

**AND**

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

**OR**

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

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

**LANSING SCHOOL DISTRICT**  
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2016-2017

Type of Drill

Time of Drill

Fire Drill (5 Required)



Standard Drill



Name of Reporting School: Post Oak Academy

Date of Drill: 9/15/16 Time drill was held: 10:02 AM

Exact time required to evacuate/shelter/secure: 1:15.43 minutes

Total Participants: 310

Remarks:

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

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

Name of person conducting drill: Tracy Ojerio

Title of person conducting drill: Interim Principal

Signature of person conducting drill: 

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SEP 15 2016

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PUBLIC SAFETY

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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2016-2017

Type of Drill

Time of Drill

Tornado Drill (2 Required)

During Other Event

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Name of Reporting School: Averill

Date of Drill: September 15th 2016

Time drill was held: 1000

SEP 15 2016  
AM

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

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PUBLIC SAFETY

Total Participants: 319

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name of person conducting drill: Kyron Harvell

Title of person conducting drill: Principal

Signature of person conducting drill: **Kyron Harvell**

Digitally signed by Kyron Harvell  
DN: cn=Kyron Harvell, o, ou,  
email=kyron.harvell@lansingschools.net, c=US  
Date: 2016.09.15 11:10:15 -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

Fire Drill (5 Required)

Time of Drill

SEP 16 2016  
Standard Drill  
DEPARTMENT OF  
PUBLIC SAFETY

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

Date of Drill: 9/15/16 Time drill was held: 9:11 AM

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

Total Participants: 868

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

**LANSING SCHOOL DISTRICT**  
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**2016-2017**

Type of Drill

Fire Drill (5 Required)



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Time of Drill

Standard Drill  
SEP 16 2016



DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: Reo Elementary

Date of Drill: 9/16/2016 Time drill was held: 10:00 AM

Exact time required to evacuate/shelter/secure: 2 minutes, 22 seconds

Total Participants: 245

Remarks:

Students were cleared in a timely, orderly fashion. All clear was given efficiently.

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

Name of person conducting drill: Regina Dunn

Title of person conducting drill: Teacher in Charge

Signature of person conducting drill: Regina F. Dunn

Drill Was Coordinated With:

City Emergency Management Coordinator  
Name & Title EBS (Security System)

**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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SEP 16 2016

LANSING SCHOOL DISTRICT  
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2016-2017

DEPARTMENT OF  
PUBLIC SAFETY

Type of Drill

Time of Drill

Fire Drill (5 Required)

During Other Event

Name of Reporting School: Eastern High School

Date of Drill: 9/16/16 Time drill was held: 8:52 AM

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

Total Participants: 1300

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

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

Name of person conducting drill: Donna Pohl 

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

LANSING SCHOOL DISTRICT  
Department of Public Safety  
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2016-2017

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess

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Name of Reporting School:

Lewton

SEP 19 2016

Date of Drill:

9-16-16

Time of Drill:

2:34

DEPARTMENT OF  
PUBLIC SAFETY

Exact time required to evacuate/shelter/secure:

5<sup>00</sup> minutes

Total Participants:

187

Remarks:

Emergency drill number # (This number should match the drill number on your schedule)

1

Name of person conducting drill:

Tom Buffett

Title of person conducting drill:

Principal

Name of person completing this form:

A. Baker

Title of person completing this form:

Secretary

Drill was coordinated with:

- Emergency Management Coordinator
- Law Enforcement
- Fire
- Other
- N/A

Name and title of person drill was coordinated with:

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SEP 21 2016

2016-2017

DEPARTMENT OF  
PUBLIC SAFETY

Type of Drill

Time of Drill

Fire Drill (5 Required)

During Other Event

Name of Reporting School: Wexford Montessori Academy

Date of Drill: September 19, 2016 Time drill was held: 2:54 PM

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

Total Participants: 377

Remarks:

Standard fire drill

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

Name of person conducting drill: Nancy Lubeski

Title of person conducting drill: Principal

Signature of person conducting drill: Mary 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 \_\_\_\_\_

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

# LANSING SCHOOL DISTRICT

## School Emergency Drills

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2016-2017

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Type of Drill

Time of Drill 2 0 2016

Tornado Drill (2 Required)

Standard Drill  
DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: Lansing Everett High School

Date of Drill: 09/20/2016 Time drill was held: 10:00 AM

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

Total Participants: 1700

Remarks:

Successful Tornado Drill

This report is for emergency drill #<sup>3</sup> \_\_\_\_\_ for school year: **2016-2017**

Name of person conducting drill: Dustin Gill

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: **Dustin Gill**

Digitally signed by Dustin Gill  
Date: 2016.09.20 16:11:45 -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**

**LANSING SCHOOL DISTRICT**

**School Emergency Drills**

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SEP 23 2016

DEPARTMENT OF  
PUBLIC SAFETY

Type of Drill

Time of Drill

Lockdown Drill (3 Required)

Standard Drill

Name of Reporting School: Cumberland

Date of Drill: Sept. 21, 2016 Time drill was held: 1:50 PM

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

Total Participants: 265

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

This report is for emergency drill # 2 for school year: **2015-2016**

Name of person conducting drill: Martha Rusesky

Title of person conducting drill: Cumberland 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 \_\_\_\_\_

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# LANSING SCHOOL DISTRICT

## School Emergency Drills

### Documentation Form

2016-2017

NOV 07 2016

DEPARTMENT OF  
PUBLIC SAFETY

Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

Name of Reporting School: Pattengill Academy

Date of Drill: September 22, 2016 Time drill was held: 10:00 AM

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

Total Participants: 490

Remarks:

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This report is for emergency drill #<sup>2</sup> \_\_\_\_\_ for school year: **2016-2017**

Name of person conducting drill: Mr. Forsthoefel

Title of person conducting drill: Principal

Signature of person conducting drill: **Tony Forsthoefel** Digitally signed by Tony Forsthoefel  
Date: 2016.11.02 13:14:11 -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**

**LANSING SCHOOL DISTRICT**  
**School Emergency Drills** **RECEIVED**  
**Documentation Form** SEP 23 2016

2016-2017

Type of Drill

DEPARTMENT OF  
PUBLIC SAFETY

Tornado Drill (2 Required)

During Other Event

Name of Reporting School: Willow Elementary

Date of Drill: 9-22-16 Time drill was held: 2:10 pm AM

Exact time required to evacuate/shelter/secure: immediately

Total Participants: all students - 225

Remarks:

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

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**

2016-2017

Type of Drill

Tornado Drill (2 Required)

Time of Drill

**RECEIVED**  
Standard Drill

SEP 29 2016

DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: \_\_\_\_\_ MT. HOPE STEAM MAGNET ELEMENTARY

Date of Drill: \_\_\_\_\_ 09/22/16 \_\_\_\_\_ Time drill was held: \_\_\_\_\_ 3:10 \_\_\_\_\_ PM

Exact time required to evacuate/shelter/secure: \_\_\_\_\_ 3:06 MIN \_\_\_\_\_

Total Participants: \_\_\_\_\_ 252 \_\_\_\_\_

Remarks:  
ALL WENT WELL  
\_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ 2 \_\_\_\_\_ for school year: **2016-2017**

Name of person conducting drill: \_\_\_\_\_ ELIZABETH JONES \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

Signature of person conducting drill: **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: 2016.09.22 16:24:38 -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 \_\_\_\_\_

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**LANSING SCHOOL DISTRICT**  
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2016-2017

**RECEIVED**  
Time of Drill

Type of Drill

Fire Drill (5 Required)

SEP 23 2016  
Standard Drill

DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: Hill Center

Date of Drill: 9/22/2016 Time drill was held: 11:20 AM

Exact time required to evacuate/shelter/secure: 3:22

Total Participants: 50 Students

**Remarks:**

Cordelia Black, Mark Langschwager, Jayme Williams, Jeff Vanderlaan assisted along with Mary Thompson the custodian.

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: 2016.09.22 11:35:48 -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 \_\_\_\_\_

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**LANSING SCHOOL DISTRICT**

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**School Emergency Drills**

SEP 23 2016

**Documentation Form**

**2016-2017**

DEPARTMENT OF  
PUBLIC SAFETY

Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

Name of Reporting School: Lyons

Date of Drill: 9/22/16 Time drill was held: 1:40 PM

Exact time required to evacuate/shelter/secure: 70seconds

Total Participants: 320

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

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

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**

LANSING SCHOOL DISTRICT  
Department of Public Safety  
School Safety Drill Documentation Form  
2016-2017

Type of Drill

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

Time of Drill

- Standard  
 Class Change  
 Rec...

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Name of Reporting School:

Wainwright

SEP 29 2016

DEPARTMENT OF  
PUBLIC SAFETY

Date of Drill:

09/27/2016

Time of Drill:

11:15 am

Exact time required to evacuate/shelter/secure:

2 minutes

Total Participants:

20

Remarks:

Emergency drill number # (This number should match the drill number on your schedule)

1

Name of person conducting drill:

Kariin Tichenor

Title of person conducting drill:

Executive Director, Office of School Culture

Name of person completing this form:

Nancy Zamirara

Title of person completing this form:

Secretary

Drill was coordinated with:

- Emergency Management Coordinator  
 Law Enforcement  
 Fire  
 Other  
 N/A

Name and title of person drill was coordinated with:

EPS

**LANSING SCHOOL DISTRICT**  
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**Documentation Form**

2016-2017

Type of Drill

Fire Drill (5 Required)

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Time of Drill

NOV 18 2016  
Standard Drill

DEPARTMENT OF  
PUBLIC SAFETY

Name of Reporting School: Wainwright School

Date of Drill: 09/27/2016 Time drill was held: 11:15 AM

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

Total Participants: 20

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 1 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=LS  
email=nancy.zamara@lansingschools.net, c=US  
Date: 2016.11.17 13:08:51 -0500

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**

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NOV 07 2016

DEPARTMENT OF  
PUBLIC SAFETY

Type of Drill

Time of Drill

Tornado Drill (2 Required)

Standard Drill

Name of Reporting School: Pattengill Academy

Date of Drill: September 29, 2016 Time drill was held: 10:00 AM

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

Total Participants: 476

Remarks:

This report is for emergency drill #<sup>3</sup> \_\_\_\_\_ for school year: **2016-2017**

Name of person conducting drill: Mr. Forsthoefel

Title of person conducting drill: Principal

Signature of person conducting drill: **Tony Forsthoefel** Digitally signed by Tony Forsthoefel  
Date: 2016.11.02 13:14:11 -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 \_\_\_\_\_

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2016-2017

Type of Drill

Time of Drill

Fire Drill (5 Required)

Standard Drill

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SEP 29 2016

Name of Reporting School: Fairview STEM

DEPARTMENT OF  
PUBLIC SAFETY  
AM

Date of Drill: 09/30/16

Time drill was held: 9:25

Exact time required to evacuate/shelter/secure: 1 minute, 30 seconds

Total Participants: 225

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill #2 for school year: **2016-2017**

Name of person conducting drill: Janice Marchal

Title of person conducting drill: Principal

Signature of person conducting drill: **Janice Marchal** Digitally signed by Janice Marchal  
Date: 2016.09.30 09:27:57 -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 \_\_\_\_\_

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