



# 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:	11/2/2017	11/2/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
10:36am	1 minute

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

**Remarks**


<b>Name of person conducting drill</b>	Janice Marchal
<b>Title of person conducting drill</b>	Principal
Date of Signature	Thursday, November 02, 2017
Time	10:44am

**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.

**Fire #2** **Actual Date of Drill**  
 Scheduled for: Thursday, 9/28 Monday, November 6, 2017

**School** Lewton Global Studies/Spanish Immersion School  
**Principal** Dr. Tom Buffett

Time of Drill	Duration of Drill in Minutes
2:12pm	8

Drill During What Part of Day	Total Participants
Afternoon, 6th grade computer lab	274

**Remarks**

Most classes exited quickly and quietly. One class needs more practice.

<b>Name of person conducting drill</b>	Tom Buffett
<b>Title of person conducting drill</b>	Principal
Date of Signature	Wednesday, November 08, 2017
Time	7:30am

**Drill was Coordinated with:**

EMS called

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>Scheduled for:</b>	<b>Fire #3</b>	<b>Actual Date of Drill</b>
	V	11/8/17

<b>School</b>	Lewton Global Studies/Spanish Immersion School
<b>Principal</b>	Dr. Tom Buffett

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
3:10pm	6 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Afternoon	281

**Remarks**

Students moved outside quickly and for the most part quietly. The doors of some classrooms were not closed. Some classes were also not quiet once outside. Via the PA system students were provided accolades and some instructions for improvement.
--

<b>Name of person conducting drill</b>	Tom Buffett
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Wednesday, November 08, 2017
<b>Time</b>	4:35pm

**Drill was Coordinated with:**

City Emergency Management Coordinator

Alex at EMS

**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>
Scheduled for:	11/9/2017	11/8/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:20 PM	1 minute 47 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon after lunch	376

**Remarks**

was completed a day early because principal would be out of the building on the scheduled date of the

Name of person conducting drill	R. Stephens
Title of person conducting drill	Principal
Date of Signature	Wednesday, November 08, 2017
Time	1:30 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.

Scheduled for: Fire # 2 Actual Date of Drill  
11/8/17

School: Lewton Global Studies/Spanish Immersion School  
 Principal: Dr. Tom Buffett

Time of Drill	Duration of Drill in Minutes
3:10pm	6 minutes

Drill During What Part of Day	Total Participants
Afternoon	281

**Remarks**

Students moved outside quickly and for the most part quietly. The doors of some classrooms were not closed. Some classes were also not quiet once outside. Via the PA system students were provided accolades and some instructions for improvement.

Name of person conducting drill	Tom Buffett
Title of person conducting drill	Principal
Date of Signature	Wednesday, November 08, 2017
Time	4:35pm

**Drill was Coordinated with:**

Alex at EMS

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 Drill #3</b>	<b>Actual Date of Drill</b>
Scheduled for:	11/9/2017	11/9/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
9:59am	6 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
3rd 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>	Thursday, November 9, 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.

Scheduled for: **Fire #3** 11/9/2017 **Actual Date of Drill** 11/9/2017

School J.W. Sexton High School  
Principal Glenn Stevens

**Time of Drill** 1:37 PM **Duration of Drill in Minutes** 7 minutes 18 seconds

**Drill During What Part of Day** Early Afternoon **Total Participants** 817

**Remarks**


Name of person conducting drill Glenn Stevens  
Title of person conducting drill Principal  
Date of Signature 11-13-17  
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 #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	11/10/2017	11/10/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
3:00 PM	10 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Afternoon Classroom Instruction	309

**Remarks**


<b>Name of person conducting drill</b>	Martha Rusesky
<b>Title of person conducting drill</b>	Principal
Date of Signature	Martha Rusesky
Time	3:20 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>Lockdown #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	11/13/2017	11/13/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
9:30am	15 minutes

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

**Remarks**


<b>Name of person conducting drill</b>	Tracy Ojerio
<b>Title of person conducting drill</b>	Principal
<b>Date of Signature</b>	Tuesday, November 14, 2017
<b>Time</b>	1:30pm

**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 #3</b>	<b>Actual Date of Drill</b>
Scheduled for:	11/14/2017	11/14/2017

<b>School</b>	North Elementary
<b>Principal</b>	Ariel Rodriguez Pena

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

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
End of Lunch Program	598

**Remarks**

No problems noted.

<b>Name of person conducting drill</b>	Ariel Rodriguez Pena
<b>Title of person conducting drill</b>	Principal
Date of Signature	Tuesday, November 14, 2017
Time	2:24 PM

**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 checked="" type="checkbox"/>	City Emergency Management Coordinator	
		Name & Title	EPS
		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:	11/8/2017	11/15/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
3:00 PM	60 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
afternoon	entire school 175 students

**Remarks**

drill went well

<b>Name of person conducting drill</b>	Steven Lonzo
<b>Title of person conducting drill</b>	Principal
Date of Signature	Wednesday, November 15, 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:	11/16/2017	11/17/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:00 p.m.	10 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
End of the day wrap up	134

**Remarks**


<b>Name of person conducting drill</b>	Rob Ellis
<b>Title of person conducting drill</b>	Assistant Principal
Date of Signature	Friday, November 17, 2017
Time	2:30 p.m.

**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 police 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 #3</b>	<b>Actual Date of Drill</b>
Scheduled for:	11/17/2017	11/17/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
9:40 AM	3 minutes 2 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
R.I.F.	approx 285

**Remarks**

Called into fire department Ashley - called back Michael

<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	9:55 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>Scheduled for:</b>	<b>Fire #1</b> <i>11/15/17</i>	<b>Actual Date of Drill</b> 11/20/2017
-----------------------	-----------------------------------	---

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
2:00 p.m.	1min 29 seconds

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

**Remarks**

Drill went well.

<b>Name of person conducting drill</b>	Steven Lonzo/Latasha Potts
<b>Title of person conducting drill</b>	Principal/Secretary
<b>Date of Signature</b>	Monday, November 20, 2017
<b>Time</b>	2:00 p.m.

**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)	
<b>OR</b>			Name & Title <input style="width: 90%;" type="text"/>
	<input type="checkbox"/>	City Emergency Management Coordinator	Title <input style="width: 90%;" type="text"/>
			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>Shelter Drill #1</b>	<b>Actual Date of Drill</b>
Scheduled for:	11/21/2017	11/21/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:00pm	10 minutes

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
6th hour	1300

**Remarks**

First shelter drill

<b>Name of person conducting drill</b>	Marcelle Carruthers
<b>Title of person conducting drill</b>	principal
<b>Date of Signature</b>	Tuesday, November 21, 2017
<b>Time</b>	

**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 #3</b>	<b>Actual Date of Drill</b>
Scheduled for:	11/27/2017	11/27/2017

<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>
11:15 AM	3 minutes, 30 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
During Recess	15

**Remarks**


<b>Name of person conducting drill</b>	Karlin Tichenor
<b>Title of person conducting drill</b>	Executive Director
Date of Signature	Monday, November 27, 2017
Time	11:50 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:	11/27/2017	11/27/2017

School	J. W. Sexton High School
Principal	Glenn Stevens

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
1:17 PM	7 minutes 26 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Afternoon	819

**Remarks**


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

**Drill was Coordinated with:**

	<input type="checkbox"/>	City Emergency Management Coordinator	Name	
<b>AND</b>			Title	
	<input type="checkbox"/>	Law Enforcement (county sheriff or chief of policie or designee or MSP)	Name & Title	
<b>OR</b>			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 #3</b>	<b>Actual Date of Drill</b>
<b>Scheduled for:</b>	11/27/2017	11/27/2017

<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>
11:15 AM	3 minutes, 30 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
During Recess	15

**Remarks**


<b>Name of person conducting drill</b>	Karlin Tichenor
<b>Title of person conducting drill</b>	Executive Director
Date of Signature	Monday, November 27, 2017
Time	11:50 AM

**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:	11/15/2017	11/28/2017

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

<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
10:46 AM	1 minute & 13 seconds

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
Morning	325

**Remarks**


<b>Name of person conducting drill</b>	Jessica Benavides
<b>Title of person conducting drill</b>	Principal
Date of Signature	Tuesday, November 28, 2017
Time	10:50 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 #3</b>	<b>Actual Date of Drill</b>
Scheduled for:	Fri., Oct. 20, 2017	Tues., Nov. 28, 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>
9:27 AM	2

<b>Drill During What Part of Day</b>	<b>Total Participants</b>
After breakfast	221

**Remarks**

Students and staff proceeded out the school in a quick and orderly fashion.
It took 1:56 minutes to vacate the school.

	<b>Name of person conducting drill</b>	Elizabeth M. Jones
	<b>Title of person conducting drill</b>	Principal
<b>Elizabeth M. Jones</b> <small>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: 2017.11.28 09:45:41 -05'00'</small>	<b>Date of Signature</b>	Tuesday, November 28, 2017
	<b>Time</b>	9:35 AM

**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.

	<b>Fire #2</b>	<b>Actual Date of Drill</b>
Scheduled for:	10/12/2017	11/28/2017
<b>School</b>	Everett High School	
Principal	Susan Chedle-Holt	
	<b>Time of Drill</b>	<b>Duration of Drill in Minutes</b>
	10:07 AM	4
	<b>Drill During What Part of Day</b>	<b>Total Participants</b>
	3rd period	1700
<b>Remarks</b>	Completed fire drill.	
	<b>Name of person conducting drill</b>	Dustin Gill
	<b>Title of person conducting drill</b>	Assistant Principal
	<b>Date of Signature</b>	Tuesday, November 28, 2017
	<b>Time</b>	11:46 AM
<b>Drill was Coordinated with:</b>		
	City Emergency Management Coordinator	