

SCHOOL FIRE, TORNADO AND SECURITY REPORT  
**DELHI TOWNSHIP FIRE DEPT.**

Fire Inspection Division

2074 Aurelius Rd.  
Holt, MI 48842

Phone: 694.3327  
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SCHOOL: Lansing Christian School

DATE: 11-7-22

FIRE DRILL: 1 2 (3) 4 5 TORNADO DRILL: 1 2 SECURITY LOCKDOWN DRILL: 1 2 3

DATE OF DRILL: (Mon) Tues. Weds. Thurs. Fri. 11/7/22

EXACT TIME OF DRILL: 9:45 (AM) PM

GENERAL WEATHER CONDITIONS: Sunny 48°

TYPE OF DRILL:  Regular Fire Drill  Blocked Exit Drill  
 Tornado Drill  Security Drill

EXACT TIME REQUIRED TO EVACUATE BUILDING: 2 Minutes 12 Seconds

NUMBER OF STUDENTS EVACUATED: \_\_\_\_\_

WAS BUILDING COMPLETELY EVACUATED:  Yes  No

DISCIPLINE WITHIN THE BUILDING: \_\_\_\_\_

DISCIPLINE OUTSIDE THE BUILDING: \_\_\_\_\_

PHASE OF DRILL MOST IN NEED OF IMPROVEMENT: \_\_\_\_\_

PHASE OF DRILL BEST EXECUTED: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

Wendy Hoff  
Signature of Person Conducting Drill

Ryan B...  
Principal's Signature

Head of School  
Position

11/8/22  
Date

\*5 FIRE DRILLS WITH 3 DRILLS BEING CONDUCTED BY DECEMBER 1

\*2 TORNADO DRILLS WITH 1 DRILL BEING CONDUCTED IN MARCH

\*3 SECURITY DRILLS WITH 1 DRILL BEING CONDUCTED BY DECEMBER 1, AND 1 DRILL BEING CONDUCTED AFTER JANUARY 1

## School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>
Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Lansing Christian School

Principal: Ryan Batson

Date of drill: 11/7/22 Number of students: \_\_\_\_\_ Number of staff: \_\_\_\_\_

Time initiated: 9:45 am (a.m./p.m.) Time concluded: 9:48 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

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

This report is for:  
 (circle number next to applicable drill)

Fire drill number 1 2 **3** 4 5 for the 2022/2023 school year

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 1 2 3 for the 2022/2023 school year

Name of person conducting drill: Wendy Hofman

Title of person conducting drill: Head of School

Signature or person conducting drill:  Date: 11/8/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Must post on the school's website within 30 days after completing the drill.  
 The form must be maintained on the school website for at least three years.*

## School Drill Observation Form

### Problems Encountered (Check all that apply)

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Congestion in hallways</li><li><input type="checkbox"/> Alarm not heard</li><li><input type="checkbox"/> Students unsure of proper procedures</li><li><input type="checkbox"/> Staff unsure of proper procedures</li><li><input type="checkbox"/> Use of personal technologies by students</li><li><input type="checkbox"/> Use of personal technologies by staff</li><li><input type="checkbox"/> Unable to lock doors</li><li><input type="checkbox"/> Windows not covered</li><li><input type="checkbox"/> Windows left open</li><li><input type="checkbox"/> Doors left open</li><li><input type="checkbox"/> Difficulties with evacuation of students or staff with disabilities</li><li><input type="checkbox"/> Staff and adults unaccounted for</li><li><input type="checkbox"/> Staff not serious about drill</li><li><input type="checkbox"/> Students unaccounted for</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Radio communication problems</li><li><input type="checkbox"/> Network/computer problems</li><li><input type="checkbox"/> Weather-related problems</li><li><input type="checkbox"/> Noise impedes communications</li><li><input type="checkbox"/> Students not out of sight (safety/security drill)</li><li><input type="checkbox"/> Long time to evacuate building</li><li><input type="checkbox"/> Students not serious about drill</li><li><input type="checkbox"/> Frightened students (safety/security drill)</li><li><input type="checkbox"/> Improper or unavailable supplies</li><li><input type="checkbox"/> Confusion</li><li><input type="checkbox"/> Doors or exits blocked</li><li><input type="checkbox"/> Transportation issues</li><li><input type="checkbox"/> Interagency communication issues</li><li><input type="checkbox"/> Incident command problems</li><li><input type="checkbox"/> Other: _____</li></ul> |
|---|---|

### Weather Conditions

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Clear</li><li><input type="checkbox"/> Cloudy</li><li><input type="checkbox"/> Raining</li><li><input type="checkbox"/> Rain and wind</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Windy</li><li><input type="checkbox"/> Snow/sleet</li><li><input type="checkbox"/> Hot (above 80 degrees)</li><li><input type="checkbox"/> Cold (40 to 10 degrees)</li></ul> |
|--|---|

### Plans for Improvement

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Additional staff training</li><li><input type="checkbox"/> Additional student training</li><li><input type="checkbox"/> Address need for additional equipment</li><li><input type="checkbox"/> Improved emergency supplies</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Cooperative planning with responders</li><li><input type="checkbox"/> Revised emergency procedures</li><li><input type="checkbox"/> Improved communication</li><li><input type="checkbox"/> Other: _____</li></ul> |
|---|---|

### Additional Comments