

## 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: 10-24-22 Number of students: 264 Number of staff: 33

Time initiated: 2:20 (a.m./p.m.) Time concluded: 2:36 (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: 10-24-22

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 checked="" 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

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

Fire Inspection Division

2074 Aurelius Rd.  
Holt, MI 48842

Phone: 694.3327  
Fax: 699.3879

SCHOOL: Lansing Christian School DATE: \_\_\_\_\_

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.  / /

EXACT TIME OF DRILL: 2:20 AM PM

GENERAL WEATHER CONDITIONS: Sunny 72°

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

EXACT TIME REQUIRED TO EVACUATE BUILDING: 16 Minutes \_\_\_\_\_ Seconds

NUMBER OF STUDENTS EVACUATED: 264

WAS BUILDING COMPLETELY EVACUATED:  Yes  No

DISCIPLINE WITHIN THE BUILDING: NO

DISCIPLINE OUTSIDE THE BUILDING: NO

PHASE OF DRILL MOST IN NEED OF IMPROVEMENT: Bottleneck at the Dunkle Road entrance.

PHASE OF DRILL BEST EXECUTED: movement along the trails.

ADDITIONAL COMMENTS: Great work by our school community.

Wm. Hoff

Signature of Person Conducting Drill

Ryan Botts

Principal's Signature

Head of School

Position

10-25-22

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