

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"> • One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. • One drill shall include security measures of a potentially dangerous individual on or near the school premises. • Seek input from the administration of the school and local public safety on the nature of the drill.
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: Mrs. Elizabeth Sabins

Date of drill: 5/24/23 Number of students: 263 Number of staff: 31

Time initiated: 10:12 (a.m./p.m.) Time concluded: 10:15 (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: _____

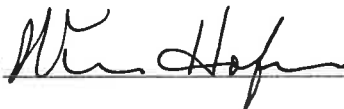
This report is for: _____ Fire drill number **1 2 3 4 5** for the 2022/2023 school year
 (circle number next to applicable drill)

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: 5-31-23

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 FIRE, TORNADO AND SECURITY REPORT
DELHI TOWNSHIP FIRE DEPT.

Fire Inspection Division
2074 Aurelius Rd. Phone: 694.3327
Holt, MI 48842 Fax: 699.3879

SCHOOL: Lansing Christian School DATE: 5/24/23

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: 10:12 **AM** PM

GENERAL WEATHER CONDITIONS: Sunny & Cool

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

EXACT TIME REQUIRED TO EVACUATE BUILDING: 3 Minutes Seconds

NUMBER OF STUDENTS EVACUATED: 263

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: _____

Michael Hofer
Signature of Person Conducting Drill

Head of School
Position

Elizabeth Sobins
Principal's Signature

5/24/23
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