

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: Elizabeth Sabins

Date of drill: 10/8/24 Number of students: 257 Number of staff: 31

Time initiated: 9:20 (a.m./p.m.) Time concluded: 9:27 (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: _____

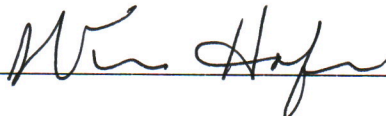
This report is for: Fire drill number **1** **(2)** **3** **4** **5** for the 2023/2024 school year
(circle number next to applicable drill)

Tornado drill number **1** **2** for the 2023/2024 school year

Safety/Security drill number **1** **2** **3** for the 2023/2024 school year

Name of person conducting drill: Wendy Hofman

Title of person conducting drill: Head of school

Signature or person conducting drill:  Date: 10-9-24

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.
Holt, MI 48842

Phone: 694.3327
Fax: 699.3879

SCHOOL: Lansing Christian School

DATE: 10/18/24

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: / / 9:20 AM PM

GENERAL WEATHER CONDITIONS: 47° Sunny

TYPE OF DRILL: Regular Fire Drill Blocked Exit Drill

Tornado Drill Security Drill

EXACT TIME REQUIRED TO EVACUATE BUILDING: 1 Minutes 47 Seconds

NUMBER OF STUDENTS EVACUATED: 257

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: _____

[Signature]
Signature of Person Conducting Drill

Head of School
Position

[Signature]
Principal's Signature

10-9-24
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