

## 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: Elizabeth Sabins

Date of drill: 11/11/24 Number of students: 245 Number of staff: 31

Time initiated: 9:20 (a.m./p.m.) Time concluded: 9:26 (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 2023/2024 school year

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: Wendy Hofman Date: 12-2-24

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: 11/11/24

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: \_\_\_\_\_

TYPE OF DRILL: Regular Fire Drill Blocked Exit Drill

Tornado Drill Security Drill

EXACT TIME REQUIRED TO EVACUATE BUILDING: \_\_\_\_\_ Minutes \_\_\_\_\_ 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 Hope  
Signature of Person Conducting Drill

Head of School  
Position

Elizabeth Sobus  
Principal's Signature

12-2-24  
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