

**School Emergency Drills  
Documentation Form**

**DISTRICT: Marcellus Community Schools  
BUILDING: Volinia Outcome Base School  
54080 GARDS PR, MARCELLUS, MI 49067**

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**Drill ID: #97041**

**School Year: 2023 - 2024**

**Type of Drill: Fire Drill**

**Time of Drill: 8:15 AM**

**Date of Drill: Tuesday, May 28, 2024**

**Time Drill Was Held: Regular Class  
Time**

**Exact time required to evacuate/shelter: 01:45**

**Total Participants: 32**

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title: Administrative Assistant**

**Authorizer's Name: Dawn Gearing**

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**Drill Was Coordinated With:**

**Emergency Management Coordinator: Manny  
DeLaRosa**

**Public Safety Officer: TIFFANY  
GRAVES**

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**Drill ID: #97040**

**Type of Drill: Lock Down**

**Date of Drill: Tuesday, May 07, 2024**

**Exact time required to evacuate/shelter: 01:48**

**Total Participants: 34**

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title: Administrative Assistant**

**Authorizer's Name: Dawn Gearing**

**Drill Was Coordinated With:**

**Emergency Management Coordinator: Manny  
DeLaRosa**

**School Year: 2023 - 2024**

**Time of Drill: 9:40 AM**

**Time Drill Was Held: Regular Class  
Time**

**Public Safety Officer: Deputy Graves**

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**Drill ID:** #97039

**School Year:** 2023 - 2024

**Type of Drill:** Fire Drill

**Time of Drill:** 12:00 PM

**Date of Drill:** Monday, April 08, 2024

**Time Drill Was Held:** Regular Class  
Time

**Exact time required to evacuate/shelter:** 01:41

**Total Participants:** 34

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title:** Administrative Assistant

**Authorizer's Name:** Dawn Gearing

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**Drill Was Coordinated With:**

**Emergency Management Coordinator:** Manny  
DeLaRosa

**Public Safety Officer:** Deputy Graves

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**Drill ID: #97038**

**School Year: 2023 - 2024**

**Type of Drill: Tornado Drill**

**Time of Drill: 1:09 PM**

**Date of Drill: Thursday, March 07, 2024**

**Time Drill Was Held: Regular Class  
Time**

**Exact time required to evacuate/shelter: 01:09**

**Total Participants: 36**

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Amy Anderson*

**Authorizer's Title: Principal**

**Authorizer's Name: Amy Anderson**

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**Drill Was Coordinated With:**

**Emergency Management Coordinator: Manny  
DeLaRosa**

**Public Safety Officer: Deputy Graves**

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**Drill ID:** #97037

**School Year:** 2023 - 2024

**Type of Drill:** Lock Down

**Time of Drill:** 1:45 PM

**Date of Drill:** Wednesday, January 10, 2024

**Time Drill Was Held:** Regular Class  
Time

**Exact time required to evacuate/shelter:** 01:53

**Total Participants:** 32

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title:** Administrative Assistant

**Authorizer's Name:** Dawn Gearing

**Drill Was Coordinated With:**

**Emergency Management Coordinator:** Manny  
DeLaRosa

**Public Safety Officer:** Tiffany Graves

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**Drill ID: #97035**

**School Year: 2023 - 2024**

**Type of Drill: Fire Drill**

**Time of Drill: 9:45 AM**

**Date of Drill: Tuesday, November 07, 2023**

**Time Drill Was Held: Regular Class  
Time**

**Exact time required to evacuate/shelter: 01:55**

**Total Participants: 45**

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title: Administrative Assistant**

**Authorizer's Name: Dawn Gearing**

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**Drill Was Coordinated With:**

**Emergency Management Coordinator: Manny  
DeLaRosa**

**Public Safety Officer: Tiffany Graves**

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**Drill ID: #97033**

**School Year: 2023 - 2024**

**Type of Drill: Fire Drill**

**Time of Drill: 10:15 AM**

**Date of Drill: Wednesday, October 11, 2023**

**Time Drill Was Held: Regular Class  
Time**

**Exact time required to evacuate/shelter: 02:02**

**Total Participants: 48**

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title: Administrative Assistant**

**Authorizer's Name: Dawn Gearing**

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**Drill Was Coordinated With:**

**Emergency Management Coordinator: Manny  
DeLarosa**

**Public Safety Officer: Tiffany Graves**

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**Drill ID:** #97032

**School Year:** 2023 - 2024

**Type of Drill:** Tornado Drill

**Time of Drill:** 1:30 PM

**Date of Drill:** Tuesday, September 26, 2023

**Time Drill Was Held:** Regular Class  
Time

**Exact time required to evacuate/shelter:** 01:20

**Total Participants:** 43

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Geaing*

**Authorizer's Title:** Administrative Assistant

**Authorizer's Name:** Dawn Geaing

**Drill Was Coordinated With:**

**Emergency Management Coordinator:** Manny  
DeLaRosa

**Public Safety Officer:** Tiffany Graves



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**Drill ID:** #97030

**School Year:** 2023 - 2024

**Type of Drill:** Lock Down

**Time of Drill:** 12:05 PM

**Date of Drill:** Tuesday, September 19, 2023

**Time Drill Was Held:** Regular Class  
Time

**Exact time required to evacuate/shelter:** 02:37

**Total Participants:** 47

**Comments:**

**Lesson Learned:** Where to go if all in gym during lunch, gym does not lock, 43 students.

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title:** Administrative Assistant

**Authorizer's Name:** Dawn Gearing

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**Drill Was Coordinated With:**

**Emergency Management Coordinator:** Manny  
DeLarosa

**Public Safety Officer:** Tiffany Graves

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**Drill ID: #97029**

**School Year: 2023 - 2024**

**Type of Drill: Fire Drill**

**Time of Drill: 9:00 AM**

**Date of Drill: Tuesday, September 12, 2023**

**Time Drill Was Held: Regular Class  
Time**

**Exact time required to evacuate/shelter: 02:28**

**Total Participants: 42**

**Comments:**

**Lesson Learned:**

**Signature of Person Conducting the Drill:**

*Dawn Gearing*

**Authorizer's Title: Administrative Assistant**

**Authorizer's Name: Dawn Gearing**

**Drill Was Coordinated With:**

**Emergency Management Coordinator: Manny  
DeLarosa**

**Public Safety Officer: Deputy Graves**