

**School Emergency Drills  
Documentation Form**

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

**Drill ID: #277756**

**School Year: 2025 - 2026**

**Type of Drill: Fire Drill**

**Time of Drill: 9:03 AM**

**Date of Drill: Tuesday, September 09, 2025**

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

**Exact time required to evacuate/shelter: 02:53**

**Total Participants: 33**

**Comments:**

**Lesson Learned: begin attendance upon gathering, no student parking in spare lot**

**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: #277757**

**School Year: 2025 - 2026**

**Type of Drill: Lock Down**

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

**Date of Drill: Wednesday, September 17, 2025**

**Time Drill Was Held: Lunch**

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

**Total Participants: 37**

**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**