

**EAST LANSING PUBLIC SCHOOLS**  
**Lockdown Drill Report**

**NAME OF SCHOOL REPORTING:** Donley Elementary

**DATE OF LOCKDOWN DRILL:** October 2, 2014

**EXACT TIME OF DAY:** 2:30 PM

**TIME TO CHECK BUILDING:** 1 Min, 30 seconds

**NUMBER OF STUDENTS IN ATTENDANCE:** 314

**REMARKS:**

**Observations:**

- ~ Teacher's lounge unlocked
- ~ Make sure they can hear on playground

This is Lockdown Drill  
Number: 1

Signature of Person Conducting Drill

  
Title: Principal

**TYPE OF DRILL**

  X   External Drill

       Internal Drill

Send copy to Superintendent's Office  
Scan to Michele Huisgen and Jason Sparkia