

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required) *** 3 Fire drills must be completed before 12/1
- Tornado Drill (2 required) *** 1 Tornado drill must be completed during month of March
- Lock Down/Shelter in Place Drill (3 required) *** 1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

Name of Reporting School: VANDENBERG

Date of Drill: 02/10/2020 Time drill was held: 10:00 AM
(am/pm)

Exact time required to evacuate/shelter/secure: 2:00 MINUTES

Total Participants: 350

Remarks: All procedures for the lock down drill will followed by students and staff. All building and classroom doors were secured and all staff and students were in their appropriate places.

This report is for emergency drill # 3 for school year _____

Name of person conducting drill: Monica Eason

Title of person conducting drill: Principal

Signature of person conducting drill: Monica Eason

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____

*** Please send this form to Scott Tocco (email or fax – 248-746-7731)
within one week of completed drill ***