

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: Vanderberg Elementary

Date of Drill: 12/2/2021 Time drill was held: 10:30 am _____ (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 45

Remarks: Staff physically walked through the lock down procedure and building evacuation route that will be taken in the event of a dangerous situation inside the building.

This report is for emergency drill # 4 for school year 2021-2022

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 ***

*Updated on
Oakland
4/11/22*