

# 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: 03/23/2022 Time drill was held: 1:03 PM (am/pm)

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

Total Participants: 345

Remarks: Students and staff reported to appropriate locations in case of a tornado and assumed the proper positions to protect themselves.

This report is for emergency drill # 7 for school year 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*