

# 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: 10-14-19 Time drill was held: 1:05 (am/pm)

Exact time required to evacuate/shelter/secure: 4 minutes, 30 seconds

Total Participants: 360

Remarks: Students & Staff exited the building in an orderly manner. The time was longer than usual because the two Bussey classrooms were not made aware of the day change for the drill.  
This report is for emergency drill # 2 for school year 2019-2020

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 \*\*\*