

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 *** 1 Shelter drill must be completed before 12/1 and 1 must
Drill (3 required) be completed after 1/1 of the school year

Name of Reporting School: Vandenberg World Cultures Academy

Date of Drill: 11/22/2021 Time drill was held: 3:31 pm
(am/pm)

Exact time required to evacuate/shelter/secure: 1 minute

Total Participants: 47

Remarks: This was an actual lockdown, not a drill. The lockdown call from Southfield Police came at 3:31 pm. Students waiting to be picked up were escorted to a secure location. Southfield Police Officer Jarriett arrived at 3:41 pm and escorted the children to their parent's vehicles. Staff was then escorted by officer Jarriett at 3:51 to the west parking lot. All staff were able to exit safely from the building. Per, Dr. Green, this incident will suffice for documentation of a lockdown procedure being followed.

This report is for emergency drill # 1 lockdown 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 ***