

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 Elementary

Date of Drill: 11/15/2019 Time drill was held: 1:17 (am/pm)

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

Total Participants: 345

Remarks: Students and staff exited the building in an orderly manner without any incidents.

This report is for emergency drill # 3 for school year 2019-2020

Name of person conducting drill: Monica Eason

Title of person conducting drill: Principal

Signature of person conducting drill: _____

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 *****

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