

# 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 WORLD CULTURES ACADEMY

Date of Drill: 10/04/2019 Time drill was held: 10:05 am (am/pm)

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

Total Participants: 340

Remarks: All students and staff, in a quite and orderly manner, went to the designated area in case of a tornado.

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