

# 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: 12-17-2018 Time drill was held: 2:15 PM (am/pm)

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

Total Participants: 375

Remarks: Students exited the building in an organized, efficient manner. Procedures were accurately followed by staff and students throughout the drill.

This report is for emergency drill # 4 for school year 2018-2019

Name of person conducting drill: H. Patton

Title of person conducting drill: Acting 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 \*\*\*

*H & H*  
*5/22/19*