



Van Buren County Emergency Management School Emergency Drills Documentation Form

* Seven-day advance notice required for proper public safety coordination.

Send notice by fax to 269-657-7787 or email to kirkr@vbco.org / skinnert@vbco.org.

Type of Drill:

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill (3 required)

Time of Drill:

- Standard
- Class Change
- Recess
- Other Event

Name of Reporting School: _____

Date of Drill: _____ Time Drill was Held: _____ a.m. p.m.

Exact Time Required to Evacuate / Shelter / Secure: _____ Minutes.

Remarks: _____

This Report is for Emergency Drill # _____ for School Year: _____

Name of Person Conducting Drill: _____

Title of Person Conducting Drill: _____

Signature of Person Conducting Drill: _____

Drill was Coordinated with:

- Office of Domestic Preparedness

Name and Title: _____

AND

- Law Enforcement (County Sheriff or Chief of Police or designee or Michigan State Police)

Name and Title: _____

OR

- Fire (Fire Chief or designee)

Name and Title: _____