



## 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](mailto:kirkr@vbco.org) / [polomcakw@vbco.org](mailto:polomcakw@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: \_\_\_\_\_