



# 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 [kirk@vbco.org](mailto:kirk@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: Saint Basil Catholic School

Date of Drill: Oct 17<sup>th</sup> 2017 Time Drill was Held: \_\_\_\_\_  a.m.  p.m.

Exact Time Required to Evacuate / Shelter / Secure: 1:57.72 Minutes.

Remarks: make sure fire escape door (cupboards) is closed.

This Report is for Emergency Drill # 2 for School Year: 17-18

Name of Person Conducting Drill: Candice Kachani

Title of Person Conducting Drill: Principal

Signature of Person Conducting Drill: Candice Kachani

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: \_\_\_\_\_