



# 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: Saint Basil Catholic School

Date of Drill: 9/14/17 Time Drill was Held: 9:08  a.m.  p.m.

Exact Time Required to Evacuate / Shelter / Secure: 2:20.84 Minutes.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Report is for Emergency Drill # 1 for School Year: 17-18

Name of Person Conducting Drill: Cecilia Wondergem

Title of Person Conducting Drill: Interim Principal

Signature of Person Conducting Drill: Cecilia Wondergem

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: \_\_\_\_\_



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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: 9/19/17 Time Drill was Held: 9:04  a.m.  p.m.

Exact Time Required to Evacuate / Shelter / Secure: 2:24.12 Minutes.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Report is for Emergency Drill # 1 for School Year: 2017-2018

Name of Person Conducting Drill: Cecilia Wondergem

Title of Person Conducting Drill: Interim Principal

Signature of Person Conducting Drill: Cecilia Wondergem

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: \_\_\_\_\_



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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: 9/28/17 Time Drill was Held: 10:03  a.m.  p.m.

Exact Time Required to Evacuate / Shelter / Secure: 2:15.11 Minutes.

Remarks: make sure kindergarten door is closed all the way.  
3yr old PS door needs lock.

Internal Threat

This Report is for Emergency Drill # 1 for School Year: 17-18

Name of Person Conducting Drill: CAMILLE A. DEHARD

Title of Person Conducting Drill: PRINCIPAL

Signature of Person Conducting Drill: Camille A. Dehard

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: \_\_\_\_\_