



## 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: 9/27/18 Time Drill was Held: 11:04  a.m.  p.m.

Exact Time Required to Evacuate / Shelter / Secure: 2:03 Minutes.

Remarks: Internal threat, Go over what students do if they get kicked out of classroom, what to do if your class is outside.

This Report is for Emergency Drill # 1 for School Year: 2018/2019

Name of Person Conducting Drill: Camille DeLano

Title of Person Conducting Drill: Principal

Signature of Person Conducting Drill: *Camille DeLano*

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: \_\_\_\_\_