

# School Emergency Drills

## Documentation Form

**Type of Drill**

- Fire Drill (5 required) \*\*\* 3 Fire drills must be completed before 12/1
- Tornado Drill (2 required) \*\*\* 1 Tornado drill must be completed during month of March
- Lock Down/Shelter in Place Drill (3 required) \*\*\* 1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

Name of Reporting School: Levey Middle School  
 Date of Drill: 9-27-18 Time drill was held: 10:08 AM (am/pm)  
 Exact time required to evacuate/shelter/secure: 5 minutes  
 Total Participants: 470

10:13

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

104

116  
AS  
Part 1 &  
Sub 2

This report is for emergency drill # 1 for school year 2018-19  
 Name of person conducting drill: David Miller  
 Title of person conducting drill: Asst. Principal  
 Signature of person conducting drill: [Signature]

128  
 See F  
 100 Hour

- Drill Was Coordinated With:
- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

  - Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

  - Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

When  
 unlocked  
 been  
 all open

\*\*\* Please send this form to Scott Tocco (email or fax – 248-746-7731)  
 within one week of completed drill \*\*\*