

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: Glenn Levey Middle

Date of Drill: March 2, 18 Time drill was held: 6th (1:40) (am/pm)

Exact time required to evacuate/shelter/secure: two minutes ten seconds

Total Participants: Building wide

Remarks: Gym lock down needs radio

This report is for emergency drill # 2 for school year 17/18

Name of person conducting drill: Czapski

Title of person conducting drill: AP

Signature of person conducting drill: 

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 _____

*** Please send this form to Dennis Gregory (email or fax) within one week of completed drill ***