

# 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 W. Levey Middle School  
Date of Drill: 9/6/18 Time drill was held: 2nd hr 9:15 (am/pm)  
Exact time required to evacuate/shelter/secure: three minutes twenty seconds  
Total Participants: All school  
Remarks: Front building exit/entrance close front drive

This report is for emergency drill # 1 for school year 17/18

Name of person conducting drill: F. Czapski

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: [Signature]

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. \*\*\*