

# 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: April 14, 2022 Time drill was held: 2:33 p.m.(am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes and 10 seconds

Total Participants: 232 Students    43 Staff Members

Remarks: All protocols outlined in the school's Crisis Plan were followed.

This report is for emergency drill # 4 of 5 for school year 2021-2022

Name of person conducting drill: Sonia Jackson

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title: Felicia Venable; Director of Operations

**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 Felicia Venable (email or fax – 248-746-7731) within one week of completed drill \*\*\*