

# 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: 5-13-21 Time drill was held: 11:33 (am/pm)  
Exact time required to evacuate/shelter/secure: 2 min 30 sec  
Total Participants: 120  
Remarks: All went well

This report is for emergency drill # 4 for school year 20-21  
Name of person conducting drill: David Miller  
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 D. Holsinger (email or fax – 248-746-7731)  
within one week of completed drill \*\*\*