

# 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 School

Date of Drill: 11-30-21 Time drill was held: 1:30 (am/pm) pm

Exact time required to evacuate/shelter/secure: 4:30, 30

Total Participants: 345

Remarks: Two teachers visible in classroom.  
my NEW Radio was not working properly.

This report is for emergency drill # 1 for school year 20-21

Name of person conducting drill: Daveed Miller

Title of person conducting drill: Assistant Principal / AD

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