

# 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: Laney Middle School

Date of Drill: 4-29-21 Time drill was held: 10:52 (am/pm)

Exact time required to evacuate/shelter/secure: 4:00.41

Total Participants: 120

Remarks: Gum doors open, Broken classroom door lock, 2 students visible in classroom.

This report is for emergency drill # 2 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 Officer James

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 \*\*\*

Recorded on  
Oak. gov  
4/30/21