

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: 9/29/21 Time drill was held: 1:53 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 3min.

Total Participants: 325

Remarks: one emergency door was propped open

This report is for emergency drill # 1 for school year 21-22

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

Updated on
Oakland website
10/15/21