

# 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: **March 23, 2022** Time drill was held: 1:20 p.m.(am/pm)

Exact time required to evacuate/shelter/secure: **2 minutes and 5 seconds**

Total Participants: **296 Students 43 Staff Members**

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

This report is for emergency drill # 1 of 2 for school year **2021-2022**

Name of person conducting drill: Sonia Jackson

Title of person conducting drill: \_\_\_\_\_ **Principal**

Signature of person conducting drill: *Sonia Jackson*

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 \*\*\***

*Updated on  
Oakland  
4/11/22*