

# 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: 11-14-19 Time drill was held: 1:02 (am/pm) pm

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 350

Remarks: 8th Grade on field trip

This report is for <sup>Tornado</sup> emergency drill # 1 for school year 19-20

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

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