

# 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 Levy Middle School

Date of Drill: 5-30-19 Time drill was held: 3:39 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 30 sec

Total Participants: 450

Remarks: This drill is held directly after passing time.  
3 student in RR  
Grid, RR open 110 Door Book CC open

124  
100d

This report is for emergency drill # 3 for school year 18-19

Name of person conducting drill: David Miller

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: *David Miller*

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 \*\*\*

H/T  
6/3/19