

# 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: #4 5/11/18 Time drill was held: 9:30 (am/pm)  
Exact time required to evacuate/shelter/secure: 1:24  
Total Participants: All School

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 4 for school year 17/18  
Name of person conducting drill: F. Fitzpatrick  
Title of person conducting drill: Assistant Principal  
Signature of person conducting drill: \_\_\_\_\_

- 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 Dennis Gregory (email or fax) within  
one week of completed drill \*\*\*