

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: 11-12-20 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 minute

Total Participants: 6

Remarks: Building was only occupied by administration, kitchen staff, and custodian. P.A. did not work so the message was done manually.

This report is for emergency drill # 1 for school year 20-21

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

Recorded on
Oak.gov
11/12/20