

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: May 4, 2022 Time drill was held: 1:00 p.m.(am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes

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 # 2 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: 

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 Oak (Carol)
5/5/22*