

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: **October 20, 2022** Time drill was held: **2:15 p.m.**(am/pm)

Exact time required to evacuate/shelter/secure: **5 minutes**

Total Participants: **318 Students 43 Staff Members**

Remarks: **All protocols outlined in the school's Crisis Plan were followed.**

This report is for emergency drill # **2 of 5** for school year **2022-2023**

Name of person conducting drill: **James Miller**

Title of person conducting drill: **Assistant 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
Oakland
10/27/22*