

**School Emergency Drills**  
Documentation Form

Type of Drill

- Fire Drill
- Tornado Drill (2 required – 1 in March)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Event

Name of Reporting School: Memphis Junior/Senior High School

Date of Drill: 5-4-2017 Time drill was held: 12:30 (AM/PM) PM

Exact time required to evacuate/shelter/secure: 1:00

Total Participants: 520

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

This report is for emergency drill # 9 for the school year 2016-17

Title of person conducting drill: 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 MSP or designee)  
Name & Title \_\_\_\_\_  
**OR**

Fire (Fire Chief or designee)  
Name & Title \_\_\_\_\_