

**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: 9-12-16 Time drill was held: 10:30 (AM/PM)

Exact time required to evacuate/shelter/secure: 75 seconds

Total Participants: 550

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

This report is for emergency drill # 1 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 \_\_\_\_\_