

**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: 10-7-16 Time drill was held: 10:30 (AM/PM)

Exact time required to evacuate/shelter/secure: 63 seconds

Total Participants: 525

Remarks: _____

This report is for emergency drill # 2 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 _____