

**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: 11/2/14 Time drill was held: 8:17 (AM/PM)

Exact time required to evacuate/shelter/secure: =45

Total Participants: 550

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

This report is for emergency drill # 4 for the school year 16/17

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 col Lorne, chief of Police

**OR**

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