# School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Time of Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Fire Drill (5 required)</td>
<td>X Standard 2:20</td>
</tr>
<tr>
<td>____ Tornado Drill (2 required, one in March)</td>
<td>____ Class Change</td>
</tr>
<tr>
<td>X Lock Down (3 required)</td>
<td>____ Recess</td>
</tr>
<tr>
<td>____ Lockdown (recess or cafeteria)</td>
<td>____ Other Events</td>
</tr>
<tr>
<td>____ Lockdown (Air handlers off, reacting to hazardous material)</td>
<td></td>
</tr>
</tbody>
</table>

Name of Reporting School: **Menibugy Middle & High School**

Date of Drill: **1/15/2016** Time drill was held: **2:20** (pm/am)

Exact time required to evacuate/shelter/secure: **2:23**

Total Participants: **2480**

Remarks: **Clear**

This report is for emergency drill # **2** for school year **2016**.

Name of person conducting drill: **John Smith**

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 designee or MSP)

Name & Title ____________________________________________

OR

☐ Fire (fire chief or designee)

Name & Title ____________________________________________