

**School Emergency Drills
Documentation Form**

Type of Drill:

- Fire Drill (5 required)(3 by 12/1)
 Tornado Drill (2 required – 1 in March)
 Shelter in Place (2 required)
 Lock Down (2 required 1 prior to Dec 1)

Time of Drill:

- Standard
 Class Change
 Recess
 Lunch

Name of Reporting School: Crestwood Elementary

Date of Drill: 9.14.17 Time Drill was held: 9:21 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3min 16 seconds

Total Participants: 400+ Remarks: All staff and students

This report is for Emergency Drill Fire# 1 out of 5 for school year 2017-18
Tornado# _____ out of 2 for school year _____
Shelter IP# _____ out of 2 for school _____
Lockdown# _____ out of 2 for school _____

Name of person conducting drill: Nicole Peterson

Title of person conducting drill: Principal

Signature of person conducting drill: Nicole R Peterson

Fire (fire chief or designee) present
Name and Title: _____

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL
FAX NUMBER 866-7112**