

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

Fire Drill (5 required)(3 by 12/1)

_____ Standard

_____ Tornado Drill (2 required)(1 in March)

_____ Class Change

_____ Shelter in Place (1 required)

_____ Recess

_____ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

_____ Lunch

_____ Cardiac Drill (1 required)

Name of Reporting School: Crestwood Elementary

Date of Drill: 4.26.19 Time Drill was held: 9:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3min 12sec.

Total Participants: 468+ Remarks: all students and staff

This report is for Emergency Drill

Fire# <u>4</u>	out of 5 for school year 20 <u>19</u> /20 <u>20</u>
Tornado# _____	out of 2 for school year 20___/20___
Shelter IP# _____	out of 1 for school year 20___/20___
Lockdown# _____	out of 2 for school year 20___/20___
Cardiac# _____	out of 1 for school year 20___/20___

Name of person conducting drill: Allyssa Shanahan

Title of person conducting drill: Head Secretary

Signature of person conducting drill: A. Shanahan

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

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