

**School Emergency Drills  
Documentation Form**

Type of Drill:

X

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:

X

Standard

\_\_\_\_\_

Class Change

\_\_\_\_\_

Recess

\_\_\_\_\_

Lunch

Name of Reporting School:

Crestwood Elementary

Date of Drill:

10.23.14

Time Drill was held:

11:50

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

1 min. 33 sec.

Total Participants:

All

Remarks:

378 students + staff

This report is for Emergency Drill

Fire#

3

out of 5 for school year

2014-15

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 Reeves

Title of person conducting drill:

Principal

Signature of person conducting drill:

Nicole R. Peterson-Reeves

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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