

**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: \_\_\_\_\_

5.21.15

Time Drill was held: \_\_\_\_\_

10:28

(a.m./p.m.)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

2min. 44sec.

Total Participants: \_\_\_\_\_

All

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

Staff + students

This report is for Emergency Drill

Fire# 5

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 Reeves

Title of person conducting drill: \_\_\_\_\_

Principal

Signature of person conducting drill: \_\_\_\_\_

Nicole R. Reeves

Fire (fire chief or designee) present

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

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