

# **School Emergency Drills Documentation Form**

Type of Drill:

Time of Drill:

<u>      </u>	Fire Drill (5 required)(3 by 12/1)	<u>  X  </u>	Standard
<u>      </u>	Tornado Drill (2 required – 1 in March)	<u>      </u>	Class Change
<u>      </u>	Shelter In Place (2 required)	<u>      </u>	Recess
<u>  X  </u>	Lock Down (2 required 1 prior to Dec 1)	<u>      </u>	Lunch

Name of Reporting School:

Crestwood Elementary

Date of Drill:

11.05.15

Time Drill was held:

1:30(a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure:

3 min. 40 sec.

Total Participants:

All

Remarks:

460 students + 45 staff

This report is for Emergency Drill

Fire#

out of 5 for school year

Tornado#

out of 2 for school year

Shelter IP#

out of 2 for school

Lockdown#

1

out of 2 for school

2015-2016

Name of person conducting drill:

Nicole Reeves

Title of person conducting drill:

Principal

Signature of person conducting drill:

Nicole R ReevesFire (fire chief or designee) present  
Name and Title:Joseph E. Shm RPS - Security

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