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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: 4.15.15 Time Drill was held: 8:55 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4 min. 24 sec.

Total Participants: All Remarks: K-5 All staff

This report is for Emergency Drill	Fire# <u> </u>	out of 5 for school year <u> </u>
	Tornado# <u> </u>	out of 2 for school year <u> </u>
	Shelter IP# <u> </u>	out of 2 for school <u> </u>
	Lockdown# <u> 2 </u>	out of 2 for school <u>2014-15</u>

Name of person conducting drill: Nicole Reeves

Title of person conducting drill: Principal

Signature of person conducting drill: Nicole Reeves Joseph RPS Security

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

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