

**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> X </u> | Shelter in Place (2 required) | <u> </u> | Recess |
| <u> </u> | Lock Down (2 required 1 prior to Dec 1) | <u> </u> | Lunch |

Name of Reporting School: Crestwood Elementary

Date of Drill: 12.15.18 Time Drill was held: 10:30 (a.m. /p.m.)

Exact time required to evacuate/shelter/secure: 2 min. 52 sec.

Total Participants: All Remarks: 466 students + staff & visitors

| | | |
|------------------------------------|--------------------------|--|
| 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> 1 </u> | out of 2 for school <u>2019-16</u> |
| | Lockdown# <u> </u> | out of 2 for school <u> </u> |

Name of person conducting drill: Nicole Reeves

Title of person conducting drill: Principal

Signature of person conducting drill: Nicole Reeves

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

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