

**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>  X  </u>	Tornado Drill (2 required – 1 in March)	<u>      </u>	Class Change
<u>      </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: 9.16.16 Time Drill was held: 11:10 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min. 29 seconds

Total Participants: All Remarks: 464 students +  
48 employees. (Roughly)

This report is for Emergency Drill	Fire# <u>      </u>	out of 5 for school year <u>      </u>
	Tornado# <u>  1  </u>	out of 2 for school year <u>2016-17</u>
	Shelter IP# <u>      </u>	out of 2 for school <u>      </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**