

**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

X

Class Change

Recess

Lunch

Name of Reporting School:

Crestwood Elementary

Date of Drill:

10/13/16

Time Drill was held:

9:00

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

3min. 14sec.

Total Participants:

All

Remarks:

450 students + 45

staff

This report is for Emergency Drill

Fire#

2

out of 5 for school year 2016-17

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 Peterson Reeves

Fire (fire chief or designee) present

Name and Title: _____

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