

**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: 12/13/16 Time Drill was held: 10:25 (  a  /p.m.)

Exact time required to evacuate/shelter/secure: 2min 54sec.

Total Participants: All Remarks: Roughly 450+ students  
and 40+ 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>  1  </u> | out of 2 for school <u>2016-17</u>     |
|                                    | Lockdown# <u>      </u>  | out of 2 for school <u>      </u>      |

Name of person conducting drill: Nicole Peterson Reeves

Title of person conducting drill: Principal

Signature of person conducting drill: Nicole R 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**