

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

_____ Fire Drill (5 required)(3 by 12/1)

_____ Standard

X Tornado Drill (2 required – 1 in March)

_____ Class Change

_____ Shelter in Place (2 required)

_____ Recess

_____ Lock Down (2 required 1 prior to Dec 1)

_____ Lunch

Name of Reporting School: _____

Crestwood Elementary

Date of Drill: 3.20.17

Time Drill was held: 8:50 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: _____

3 min. 54 sec.

Total Participants: _____

450+

Remarks: _____

All staff and

students.

This report is for Emergency Drill

Fire# _____

out of 5 for school year _____

Tornado# 2

out of 2 for school year

2016-17

Shelter IP# _____

out of 2 for school

Lockdown# _____

out of 2 for school

Name of person conducting drill: _____

Nicole Peterson-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