

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

X

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

\_\_\_\_\_

Standard

\_\_\_\_\_

Tornado Drill (2 required – 1 in March)

\_\_\_\_\_

Class Change

\_\_\_\_\_

Shelter in Place (2 required)

X

Recess

\_\_\_\_\_

Lock Down (2 required 1 prior to Dec 1)

\_\_\_\_\_

Lunch

Name of Reporting School: Crestwood

Date of Drill: 4.17.17. Time Drill was held: 2:05 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3min 46 seconds

Total Participants: 461 Remarks: 461 students + staff

This report is for Emergency Drill Fire# 4 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 Peterson

Title of person conducting drill: Principal

Signature of person conducting drill: Nicole Peterson

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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