

**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 Elementary

Date of Drill:

4.27.17

Time Drill was held:

2:00

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

3 min. 50 sec.

Total Participants:

490+

Remarks:

All students & staff

This report is for Emergency Drill

Fire#

5

out of 5 for school year

2017-18

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:

Allyssa Shanahan

Title of person conducting drill:

Head Secretary

Signature of person conducting drill:

A. Shanahan

Fire (fire chief or designee) present

Name and Title: _____

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