

**School Emergency Drills  
Documentation Form**

Type of Drill:

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

Tornado Drill (2 required)( 1 in March)

Shelter in Place (1 required)

Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

Time of Drill:

Standard

Class Change

Recess

Lunch

Name of Reporting School: Crestwood

Date of Drill: 11.12.24 Time Drill was held: 1:55 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4 min.

Total Participants: 900+ Remarks: All students and staff.

This report is for Emergency Drill Fire# 3 out of 5 for school year 2024/2025  
Tornado# \_\_\_\_\_ out of 2 for school year 20\_\_\_\_/20\_\_\_\_  
Shelter IP# \_\_\_\_\_ out of 1 for school year 20\_\_\_\_/20\_\_\_\_  
Lockdown# \_\_\_\_\_ out of 2 for school year 20\_\_\_\_/20\_\_\_\_

Name of person conducting drill: Kyle Avink

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present Name and Title: [Signature] LT

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