

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

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

X Standard

_____ Tornado Drill (2 required)(1 in March)

_____ Class Change

X Shelter in Place (1 required)

_____ Recess

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

_____ Lunch

Name of Reporting School: Crestwood Elementary

Date of Drill: 1.16.24 Time Drill was held: 10:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min. 30 sec.

Total Participants: 500+ Remarks: all students + staff

This report is for Emergency Drill Fire# _____ out of 5 for school year 20__ /20__
Tornado# _____ out of 2 for school year 20__ /20__
Shelter IP# 1 out of 1 for school year 2023 /20 24
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: Kyle Avink

Fire (fire chief or designee) present
Name and Title: _____

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