

# School Emergency Drills Documentation Form

Type of Drill:

Time 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)

Standard  
 Class Change  
 Recess  
 Lunch

Name of Reporting School: Crestwood Elementary

Date of Drill: 11.7.23 Time Drill was held: 1:55 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4 min. 30 sec.

Total Participants: 500+ Remarks: all students & staff

This report is for Emergency Drill

Fire#	<u>3</u>	out of 5 for school year 20 <u>23</u> /20 <u>24</u>
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: 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**