

School Emergency Drills Documentation Form

Type of Drill:

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

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

X Shelter in Place (1 required)

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

Time of Drill:

X Standard

_____ Class Change

_____ Recess

_____ Lunch

Name of Reporting School:

Crestwood Elementary

Date of Drill:

1.16.25

Time Drill was held:

10:30

(a.m.)/p.m.)

Exact time required to evacuate/shelter/secure:

3 min.

Total Participants:

500+

Remarks:

all staff and students

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 2024/2025

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**