

# School Emergency Drills Documentation Form

Type of Drill:

8 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:

X Standard

\_\_\_\_\_ Class Change

\_\_\_\_\_ Recess

\_\_\_\_\_ Lunch

Name of Reporting School: Crestwood

Date of Drill: 10/18/23

Time Drill was held: 8:40 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 min. 33 sec.

Total Participants: 500+

Remarks: All students + staff

This report is for Emergency Drill

Fire# 2

out of 5 for school year 2023 /2024

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 Arink

Title of person conducting drill: Principal

Signature of person conducting drill: Kyle Arink

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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