

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

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

_____ Standard

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

X Class Change

_____ 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

Date of Drill: 9.15.23 Time Drill was held: 2:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 min. 10 sec.

Total Participants: 500+ Remarks: all students and staff

This report is for Emergency Drill Fire# 1 out of 5 for school year 20 23 /20 24
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**