

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

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

Standard

Tornado Drill (2 required)(1 in March)

Class Change

Shelter In Place (1 required)

Recess

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

Lunch

Cardiac Drill (1 required)

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 11-5-15 Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 minutes 6 seconds

Total Participants: @220 Remarks: _____

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# <u>1</u>	out of 1 for school year 20 <u>15</u> /20 <u>16</u>
Lockdown# _____	out of 2 for school year 20__/20__
Cardiac# _____	out of 1 for school year 20__/20__

Name of person conducting drill: Mike Westgate

Title of person conducting drill: Principal

Signature of person conducting drill: Mike Westgate

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

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