

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

X 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:

11/06/19

Time Drill was held:

11:30

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

1:58, 70

Total Participants:

210

Remarks:

Staff & Students walked outside quietly to their designated spots. Great job!

This report is for Emergency Drill

Fire#

3

out of 5 for school year 2019/2020

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\_\_\_

Cardiac#

out of 1 for school year 20\_\_\_/20\_\_\_

Name of person conducting drill:

Matt Zokoe

Title of person conducting drill:

Principal

Signature of person conducting drill:

Matthew Zokoe

Fire (fire chief or designee) present

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

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