

**School Emergency Drills  
Documentation Form**Type of Drill:☒ 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)☐ Cardiac Drill (1 required)Time of Drill:☒ Standard☐ Class Change☐ Recess☐ LunchName of Reporting School: Cannonsburg ElementaryDate of Drill: 9-24-14 Time Drill was held: 1:30 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 1 minute 45 secondsTotal Participants: @ 220 Remarks: \_\_\_\_\_This report is for Emergency Drill Fire# 2 out of 5 for school year 2014/2015

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: Cindy KitzrowTitle of person conducting drill: PrincipalSignature of person conducting drill: Cindy Kitzrow

Fire (fire chief or designee) present

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

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