

**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 ElementaryDate of Drill: 11-7-14 Time Drill was held: 10:00 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 2 minutes 35 secondsTotal 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# 1 out of 1 for school year 2014/2015

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: Andy Kitzrow 11-7-14

Fire (fire chief or designee) present

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

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