

# **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☐ Lunch

Name of Reporting School:

Cannonsburg Elementary

Date of Drill: \_\_\_\_\_

Time Drill was held: 11:40a (a.m./p.m.)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants:

@220

Remarks:

1 minute 35 seconds

This report is for Emergency Drill

Fire# 3out of 5 for school year 20 15/20 16

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:

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**