

**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: CannonsburgDate of Drill: 10-6-15 Time Drill was held: 1:30 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 1 minute 52 secondsTotal Participants @220 Remarks: _____This report is for Emergency Drill Fire# 2 out of 5 for school year 2015/2016

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 WestgateTitle of person conducting drill: PrincipalSignature 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**