

**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 Elementary

Date of Drill: 9-17-14

Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min. 21 seconds

Total Participants: @ 220

Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# 1

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 Kitzrow

Title of person conducting drill: Principal

Signature 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