

# **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:

9-22-15Time Drill was held: 10:30am (a.m./p.m.)

Exact time required to evacuate/shelter/secure:

4 minutes 25 seconds

Total 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#

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**