

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: 9-7-16 Time Drill was held: 1:00 (a.m./p.m.) (p.m.)Exact time required to evacuate/shelter/secure: 1 minute 35 secondsTotal Participants: @200 Remarks: _____

This report is for Emergency Drill

| | |
|-------------------|---|
| Fire# <u>1</u> | out of 5 for school year 20 <u>16</u> /20 <u>17</u> |
| 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**