

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

Date of Drill:

9-15-16

Time Drill was held:

10:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure:

4 minutes 32 seconds

Total Participants:

@ 200

Remarks:

This report is for Emergency Drill

Fire#

out of 5 for school year 20__/20__

Tornado# 1

out of 2 for school year 2016/2017

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