

**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)

X Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

_____ Cardiac Drill (1 required)

Time of Drill:

1:00 pm Standard

_____ Class Change

_____ Recess

_____ Lunch

Name of Reporting School:

Cannonsburg

Date of Drill: 4/27/2017

Time Drill was held: 1:00

(a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 min 5 sec

Total Participants: 200

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# 2 out of 2 for school year 20 16/20 17

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**