

**School Emergency Drills  
Documentation Form**

Type of Drill:

X Fire Drill (5 required)(3 by 12/1) # 4  
\_\_\_\_ Tornado Drill (2 required – 1 in March)  
\_\_\_\_ Shelter in Place (2 required)  
\_\_\_\_ Lock Down (2 required 1 prior to Dec 1)

Time of Drill:

X Standard  
\_\_\_\_ Class Change  
\_\_\_\_ Recess  
\_\_\_\_ Lunch

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 4-15-21 Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 195 Remarks: Everyone watched  
a video on what to do during fire.

This report is for Emergency Drill Fire# 4 out of 5 for school year 2020-2021  
Tornado# \_\_\_\_\_ out of 2 for school year \_\_\_\_\_  
Shelter IP# \_\_\_\_\_ out of 2 for school \_\_\_\_\_  
Lockdown# \_\_\_\_\_ out of 2 for school \_\_\_\_\_

Name of person conducting drill: Matt Zokor

Title of person conducting drill: Principal

Signature of person conducting drill: Matt Zokor

Fire (fire chief or designee) present  
Name and Title: \_\_\_\_\_

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL  
FAX NUMBER 866-7112**