

**School Emergency Drills  
Documentation Form**

Type of Drill:

1

Fire Drill (5 required)(3 by 12/1)

\_\_\_\_\_

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:

9/17/21

Time Drill was held:

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

Exact time required to evacuate/shelter/secure:

2:06.

Total Participants:

200

Remarks:

Everyone did Great.

Walked outside quietly to their designated spots.

This report is for Emergency Drill

Fire#

1

out of 5 for school year

2021-2022

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 Zokoe

Title of person conducting drill:

Principal

Signature of person conducting drill:

Matt Zokoe

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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