

# School Emergency Drills Documentation Form

## Type of Drill:

- Fire Drill (5 required - 3 by Dec. 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:

- Standard
- Class Change
- Recess
- Lunch

Name of Reporting School:

Cannonsburg Elementary

Date of Drill:

9-26-24

Time Drill was held:

2:15

a.m.

p.m.

Exact time required to evacuate/shelter/secure:

2 min 51 sec

Total Participants:

301

Remarks:

This report is for the following Emergency Drill Year/Type/#:

School  
Year

2024/25

Fire Drill #

1

Tornado #

Shelter IP #

Lock-down #

Name of person conducting drill:

Nicole Curtis

Title of person conducting drill:

Admin Assistant

Signature of person conducting drill:

*Nicole Curtis*

Fire Chief present (or designee):

*Matt Thompson* MATT THOMPSON

Title:

FIREFIGHTER/EATP

*Jaym' Cook*

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