

## School Emergency Drills Documentation Form

Type of Drill:

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

\_\_\_\_\_ Tornado Drill (2 required)( 1 in March)

\_\_\_\_\_ Shelter in Place (1 required)

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

\_\_\_\_\_ Cardiac Drill (1 required by 10/31)

Time of Drill:

X Standard

\_\_\_\_\_ Class Change

\_\_\_\_\_ Recess

\_\_\_\_\_ Lunch

Name of Reporting School:

Cannonsburg Elementary

Date of Drill:

4/30/25

Time Drill was held:

2:15 (a.m. p.m.)

Exact time required to evacuate/shelter/secure:

2min 17sec

Total Participants:

312

Remarks:

This report is for Emergency Drill

Fire#

5

out of 5 for school year 2024/2025

Tornado#

out of 2 for school year 20\_\_\_/20\_\_\_

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:

Teya Cotter

Title of person conducting drill:

Principal

Signature of person conducting drill:

Teya Cotter

Fire (fire chief or designee) present

Name and Title:

LT Matt Allen

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