

**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)

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

Cardiac Drill (1 required by 10/31)

Time of Drill:

Standard

Class Change

Recess

Lunch

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 2/11/25

Time Drill was held: 12:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2min 11 seconds

Total Participants: 290 Remarks: 262 students w/ GSRP
28 staff

This report is for Emergency Drill Fire# 4 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: [Signature]

Fire (fire chief or designee) present
Name and Title: [Signature]

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