

**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:

2 min 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:

Teya Cotter

Fire (fire chief or designee) present

Name and Title:

C + Matt Allen

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