

**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:

2/07/2025

Time Drill was held:

2:00 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure:

13 seconds

Total Participants:

264

Remarks:

This report is for Emergency Drill

Fire# \_\_\_\_\_

out of 5 for school year 20\_\_ /20\_\_

Tornado# \_\_\_\_\_

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

Shelter IP# 1

out of 1 for school year 2024/2025

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:

[Signature]

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL**

**FAX NUMBER 866-7112**