

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

10:15 Standard

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

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

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

\_\_\_\_\_ Recess

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

\_\_\_\_\_ Lunch

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

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 12-2-22 Time Drill was held: 10:15 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1:44.00

Total Participants: 230 Remarks: Everyone did a great job going to their location outside

This report is for Emergency Drill Fire# 3 out of 5 for school year 2020/2023  
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: Matt Zoko-e

Title of person conducting drill: Principal

Signature of person conducting drill: Matt Zoko-e

Fire (fire chief or designee) present  
Name and Title: \_\_\_\_\_

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