

School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

X

Standard

X 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

Name of Reporting School:

Cannonsburg Elementary

Date of Drill:

3/1/24

Time Drill was held:

10:20

(a.m./p.m.)

Exact time required to evacuate/shelter/secure: _____

Total Participants:

220

Remarks:

Everyone did great

Job going to their locations.

This report is for Emergency Drill

Fire# _____

out of 5 for school year 20__ /20__

Tornado# 2

out of 2 for school year 2023/2024

Shelter IP# _____

out of 1 for school year 20__ /20__

Lockdown# _____

out of 2 for school year 20__ /20__

Name of person conducting drill:

Matt Zokoe

Title of person conducting drill:

Principal

Signature of person conducting drill:

Matt Zokoe

Fire (fire chief or designee) present

Name and Title: _____

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