

School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

X

Standard

_____ Tornado Drill (2 required)(1 in March)

Class Change

_____ Shelter in Place (1 required)

Recess

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

Lunch

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 2-28-24

Time Drill was held: 10:21 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min 31 seconds

Total Participants: 222

Remarks: Great start did not lock their

doors and one 4th Grade class. Let them know they needed to
lock doors. Everything else was locked.

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# _____ out of 1 for school year 20__/20__

Lockdown# 2 out of 2 for school year 2022/2024

Name of person conducting drill: Janelle Siciliano

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: Janelle Siciliano

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

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