

**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:

11/12/2024

Time Drill was held:

2:15 (a.m./p.m.)

Exact time required to evacuate/shelter/secure:

3m 11 sec.

Total Participants:

297

Remarks:

Kitchen + stair

door closing

This report is for Emergency Drill

Fire#

3

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:

[Signature]

Fire (fire chief or designee) present

Name and Title:

[Signature] LT

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

3m 11s 73