

10-11-23

### 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

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

\_\_\_\_\_

Lunch

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 10/11/23

Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:02.75

Total Participants: 219 Remarks: Everyone's doors were shut & locked, No one in the Hallway.

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# 1 out of 2 for school year 2023/2024

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**