

**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)

Time of Drill:

- Standard
- Class Change
- Recess
- Lunch

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 11/29/23 Time Drill was held: 10:15 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:07.83


Total Participants: 217 Remarks: Just need to make sure All Doors all closed. otherwise did good job

This report is for Emergency Drill Fire# 3 out of 5 for school year 2023/2024
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___

Name of person conducting drill: Matt Zokoe

Title of person conducting drill: Principal

Signature of person conducting drill: 

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

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