

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

- 2 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)

- X Standard
- \_\_\_\_\_ Class Change
- \_\_\_\_\_ Recess
- \_\_\_\_\_ Lunch

Name of Reporting School: Cannonsburg Elementary

Date of Drill: 11/3/23 Time Drill was held: 1:38 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure: 1:47.85

Total Participants: 220 Remarks: Everyone did great going to their location.

This report is for Emergency Drill Fire# 2 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\_\_  
Cardiac# \_\_\_\_\_ out of 1 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: \_\_\_\_\_

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