



POTTERVILLE PUBLIC SCHOOLS

2022-2023 School Year Emergency Drills Documentation Form

Drill Conducted	Type of Drill
☐ Fire Drill (5 required) ☐ Tornado Drill (2 required) ☒ Lockdown/Shelter in Place Drill (3 required)	Standard Class Change Recess Lunch Other

Name of Reporting School: Pottersville Elementary School

Date of Drill: 10-18-22

Time Drill was held:

11:18 am

Exact time required to evacuate/shelter/secure: 3 minute 03 seconds

Total Participants: 338

Remarks:

This report is for emergency drill # 2 for school year 2022-2023

Name of person conducting drill: Molly Williams

Title of person conducting drill: Principal

Signature of person conducting drill:

Drill was coordinated with:

Emergency Management Coordinator

Name & Title

Law Enforcement

Name & Title

Fire Department



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Name & Title