



POTTERVILLE PUBLIC SCHOOLS

2023-2024 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 Middle & High School

Date of Drill: 10.25.23

Time Drill was held: 10:30 AM

Exact time required to evacuate/shelter/secure: 1 min 29 secs

Total Participants: 407

Remarks:

This report is for emergency drill # 3 for school year 2023-2024

Name of person conducting drill: Katherine Palmiter

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