



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: November 20 Time Drill was held: 2 PM

Exact time required to evacuate/shelter/secure: 2 minutes and 52 secs

Total Participants: 389

Remarks: Some did not hear the alarm go off so it delayed the time

This report is for emergency drill # 2 for school year 2023-24

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

Name & Title