



# POTTERVILLE PUBLIC SCHOOLS

## 2025-2026 School Year Emergency Drills Documentation Form

Drill Conducted	Type of Drill
<ul style="list-style-type: none"><li>● Fire Drill (5 required)</li><li><input type="checkbox"/> Tornado Drill (2 required)</li><li>● Lockdown/Shelter in Place Drill (3 required)</li></ul>	<ul style="list-style-type: none"><li>● Standard</li><li>● Class Change</li><li><input type="checkbox"/> Recess</li><li><input type="checkbox"/> Lunch</li><li><input type="checkbox"/> Other</li></ul>

Name of Reporting School: Pottersville Middle & High School

Date of Drill: October 15, 2025

Time Drill was held: 9:53am

Exact time required to evacuate/shelter/secure: 2 min 6 seconds

Total Participants: 447

Remarks:

This report is for emergency drill # 3 for school year 2025-2026

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