



POTTERVILLE PUBLIC SCHOOLS

2025-2026 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: September 23, 2025

Time Drill was held: 9:20am

Exact time required to evacuate/shelter/secure: 2min 2secs

Total Participants: 401

Remarks:

This report is for emergency drill # 2 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