



POTTERVILLE PUBLIC SCHOOLS

2025-2026 School Year Emergency Drills Documentation Form

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

Name of Reporting School: Pottersville Middle & High School

Date of Drill: September 30, 2025

Time Drill was held: 10:01am

Exact time required to evacuate/shelter/secure: 2 min 10 secs

Total Participants: 437

Remarks:

This report is for emergency drill # 1 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