

Sheriff's ODP School Emergency Drills Documentation Form V.1

Van Buren County Emergency Management School Emergency Drills Documentation Form

* Seven-day advance notice required for proper public safety coordination. Send notice by email to hochsprungR@vanburencountymi.gov

Type of Drill	Number/Schedule
<i>Fire</i>	Five - Three drills must be completed by December 1
<i>Tornado</i>	Two - One drill must be completed in March
<i>Safety/Security</i>	Three - One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none">• One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.• One drill shall include security measures of a potentially dangerous individual on or near the school premises.• Seek input from the administration of the school and local public safety on the nature of the drill.
<i>Note -At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.</i>	

School:	COVERT PUBLIC SCHOOLS
Principal:	Claire Kliss
Date of Drill:	11/3/2022
Number of Students	350
Number of Staff	50
Time Initiated:	1:00 PM
Time Concluded:	1:15 PM
Situation at Start of the Drill (Check the appropriate box)	Lunch Time, During Class Time, Recess
Situation at Start of Drill Other Details:	<i>Field not completed.</i>
Remarks	<i>Field not completed.</i>
(Section Break)	
This report is for:	Fire Drill
Name of person conducting Drill:	Alvin Smith
Date:	11/3/2022

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency:	<i>Field not completed.</i>
Name:	<i>Field not completed.</i>
Title:	<i>Field not completed.</i>
Agency:	<i>Field not completed.</i>
Name:	<i>Field not completed.</i>
Title:	<i>Field not completed.</i>
Agency:	<i>Field not completed.</i>
Name:	<i>Field not completed.</i>
Title:	<i>Field not completed.</i>

Must post on the school's website within 30 days after completing the drill.

The form must be maintained on the school website for at least three years.

(Section Break)

School Drill Observation Form

Date of Drill:	11/3/2022
----------------	-----------

Problems Encountered (Check all that apply)	<i>Field not completed.</i>
Problems Encountered Other Details:	<i>Field not completed.</i>
Weather Conditions	Clear
Plans for Improvement	Improved communication
Plans for Improvement Other Details:	<i>Field not completed.</i>
Additional Comments:	<i>Field not completed.</i>