

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

Van Buren County Emergency Management

School Emergency Drills Documentation Form

School: COVERT PUBLIC SCHOOLS

Principal: Claire Kliss

Date of Drill: 4/10/2023

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) During Class Time

Situation at Start of Drill Other Details: Field not completed.

Remarks Field not completed.

(Section Break)

This report is for: Fire Drill

Name of person conducting Drill: Alvin Smith

Date: 4/10/2023

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: Field not completed.

Name: Field not completed.

Title: Field not completed.

Agency: Field not completed.

Name: Field not completed.

Title: Field not completed.

Agency: Field not completed.

Name: Field not completed.

Title: Field not completed.

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.

School Drill Observation Form

Date of Drill: 4/10/2023

Problems Encountered (Check all that apply) Field not completed.

Problems Encountered Other Details: Field not completed.

Weather Conditions Clear

Plans for Improvement Improved communication

Plans for Improvement Other Details: Field not completed.

Additional Comments: Field not completed.