

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

Fire

Five - Three drills must be completed by December 1

Tornado

Two - One drill must be completed in March

Safety/Security

Three - One drill must be completed prior to December 1 and one after January 1

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.

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.

School: COVERT PUBLIC SCHOOLS

Principal: Claire Kliss

Date of Drill: 1/12/2023

Number of Students 350

Number of Staff 50

Time Initiated: 1:30 PM

Time Concluded: 1:45 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: Safety/Security Drill

Name of person conducting Drill: Alvin Smith

Date: 1/12/2023

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.

(Section Break)

School Drill Observation Form

Date of Drill: 1/12/2023

Problems Encountered (Check all that apply) Staff unsure of proper procedures, Students not out of sight (safety/security drill)

Problems Encountered Other Details: Field not completed.

Weather Conditions Field not completed.

Plans for Improvement Field not completed.

Plans for Improvement Other Details: Field not completed.

Additional Comments: Field not completed.