

## 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](mailto: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"> <li>• One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</li> <li>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>• Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>
<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:	11/15/2022
Number of Students	350
Number of Staff	50
Time Initiated:	10:00 AM
Time Concluded:	10:15 AM
Situation at Start of the Drill (Check the appropriate box)	During Class Time
Situation at Start of Drill Other Details:	<i>Field not completed.</i>

Remarks *Field not completed.*

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(Section Break)

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This report is for: Safety/Security Drill

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Name of person conducting Drill: Alvin Smith

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Date: 11/16/2022

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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.*

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Name: *Field not completed.*

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Title: *Field not completed.*

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Agency: *Field not completed.*

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Name: *Field not completed.*

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Title: *Field not completed.*

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Agency: *Field not completed.*

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Name: *Field not completed.*

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Title: *Field not completed.*

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*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)

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## **School Drill Observation Form**

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Date of Drill:	11/15/2022
Problems Encountered (Check all that apply)	<i>Field not completed.</i>
Problems Encountered Other Details:	<i>Field not completed.</i>
Weather Conditions	<i>Field not completed.</i>
Plans for Improvement	Additional staff training
Plans for Improvement Other Details:	<i>Field not completed.</i>
Additional Comments:	<i>Field not completed.</i>