

**Van Buren County Emergency Management  
School Emergency Drill Documentation Form**

Seven day advanced notice required for proper public safety coordination.

Send notice by fax to 260-657-7787 or email [kirkr@vbco.org](mailto:kirkr@vbco.org) or [polomcakw@vbco.org](mailto:polomcakw@vbco.org).

Type of Drill (Fire, Tornado, Lock Down/Shelter in Place): Lock Down/Shelter in place

Time of Drill (Standard, Class Change, Recess, Other): Standard

Name of Reporting School: Covert Public Schools

Date of Drill: 11/20/15

Time Drill Was Held: 1:30PM

Exact Time Required to Evacuate/Shelter/Secure (in minutes): 15 min.

Remarks: rattle doors & windows, with no response in both buildings (good)

This Report is for Emergency Drill #: 5

School Year: 2015-2016

Name of Person Conducting Drill: G M Rose

Title of Person Conducting Drill: Facilities Director

Drill was Coordinated With: NA