

**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 or polomcakw@vbco.org.

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

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

Name of Reporting School: Covert Public Schools

Date of Drill: 11/15/15

Time Drill Was Held: 7:40AM

Exact Time Required to Evacuate/Shelter/Secure (in minutes): 2 min 20 sec.

Remarks:

This Report is for Emergency Drill #: 4

School Year: 2015-2016

Name of Person Conducting Drill: G M Rose

Title of Person Conducting Drill: Facilities Director

Drill was Coordinated With: NA