

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One 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. <ul style="list-style-type: none">• 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: _____ Coloma High School _____
Principal: Craig Fisher _____
Date of drill: 5/1/24 _____ Number of students: 351 _____ Number of staff: 30 _____ Time initiated: 8:15(a.m.) Time concluded: 8:25 am _____ (a.m./p.m.)

Situation at Start of the Drill			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for: Fire drill number **2345** for the 2023/2024 school year

Tornado drill number **12** for the 2023/2024 school year

Safety/Security drill number **123** for the 2023/2024 school year

Name of person conducting drill: Craig Fisher Title of person conducting drill: Principal

Signature or person conducting drill: _____ Date: 9/19/2025

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: _____ Name: _____ Title: _____
Agency: _____ Name: _____ Title: _____
Agency: _____ Name: _____ Title: _____

*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.*