School Emergency Drills
On-Line Documentation Form

Type of Drill

- [x] Fire (5 required)
- [ ] Tornado (2 required)
- [ ] Lock Down/Shelter in Place (3 required)

Time of Drill

- [x] Standard
- [ ] Class Change
- [ ] Recess
- [ ] Lunch

Name of Reporting School: Coloma Elementary

Date of Drill: 9/29/15 Time drill was held: 1:35 pm (pm / am)

Exact time required to evacuate / shelter / secure: 3 min.

Total Participants: 487

Remarks: Remind teachers to shut classroom doors.

This report is for emergency drill # 1 of 10 for the school year 2015-16.

Name of person conducting the drill: Rita Moore

Title of person conducting the drill: Principal

Signature of person conducting the drill: Rita Moore

Outside agency assisted with the drill or was coordinated with (*select all that apply*):

- [x] Not Applicable
- [ ] Emergency Management Coordinator
  Name & Title _____
- [ ] Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title _____
- [ ] Fire (fire chief or designee)
  Name & Title _____