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

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

Name of Reporting School: Coloma Elementary

Date of Drill: 4-18-16 Time drill was held: 10:50 (pm / (am))

Exact time required to (evacuate) / shelter / secure: 1 minute.

Total Participants: 466

Remarks: reminded teachers to shut doors (Kdg. back doors)

This report is for emergency drill # 6 of 10 for the school year 2015-16.

Name of person conducting the drill: Krista Bethke

Title of person conducting the drill: Principal

Signature of person conducting the drill: Krista Bethke

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 _____