School Emergency Drills
On-Line Documentation Form

Type of Drill

- ☐ Fire (5 required)
- ☒ Tornado (2 required)
- ☐ Lock Down/Shelter in Place (3 required)

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☒ Recess – 4 classes
- ☐ Lunch

Name of Reporting School: Coloma Elementary

Date of Drill: 5-26-16 Time drill was held: 1:15 pm (pm / am)

Exact time required to evacuate / shelter / secure: 4 min.

Total Participants: 432

Remarks: _____

This report is for emergency drill # 9 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*):

- ☐ 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 _____