School Emergency Drills
Documentation Form

Type of Drill

- ☐ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Coloma Elementary 282 N. West

Date of Drill: 1-12-17 Time drill was held: 1405 (pm)/am)

Exact time required to evacuate/shelter/secure: Less Than 1 min

Total Participants: 430

Remarks: DO/NO window coverage, 207 Teacher lock issues, card issues

This report is for emergency drill # 5 for school year 2016-2017

Name of person conducting drill: Kristie Bellinko

Title of person conducting drill: Principal

Signature of person conducting drill: KristieBellinko

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
  Name & Title _____

AND

- ☒ Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title CTPD - Chief Roe, Marlock-Bell

OR

- ☐ Fire (fire chief or designee)
  Name & Title _____