

School Emergency Drills

Online 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
- ☐ Lunch

Name of Reporting School: Coloma Elementary

Date of Drill: 09-20-17 Time drill was held: 9:30 (pm / am) pm

Exact time required to evacuate / shelter / secure: 15 seconds

Total Participants: 450

Remarks: one class room unlocked, spoke w/ teacher

This report is for emergency drill # 1 of 10 for the school year 2016-17.

Name of person conducting the drill: John Klein

Title of person conducting the drill: Principal

Signature of person conducting the drill: [Signature]

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 Jason Roe, Chief of Police

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