Coloma Schools Emergency Drills
Documentation Form
2024-2025

Type of Drill
- ☑ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☐ Lock Down/Shelter in Place Drill (3 required)

Time of Drill
- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Coloma Elementary School

Date of Drill: 10/16/24 Time drill was held: 10:10 (pm/~~am~~)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 423

Remarks: Fire Safety Month: done in conjunction w/local fire dept. present for assembly, bus evacuation, firetruck lesson
• firefighters blocked multiple exits requiring staff + students to find alternate exits

This report is for emergency drill # 2 for school year 2024-25.

Name of person conducting drill: Kelly Jo Severin

Title of person conducting drill: principal

Signature of person conducting drill: Kelly Jo Severin

Drill Was Coordinated With:

☐ Emergency Management Coordinator
Name & Title _____

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☑ Fire (fire chief or designee)
Name & Title Frank De La Torre, Lieutenant, North Berrien Fire Rescue