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)

→ Outside Threat

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

Name of Reporting School: Coloma Elementary School

Date of Drill: 12/20/24 Time drill was held: 8:38 (pm/(am))

Exact time required to evacuate/shelter/secure: 8:55

Total Participants: 350

Remarks: Officer Ulleat Severin released staff + students one room/office at a time by keying into rooms.

This report is for emergency drill # 6 for school year 24-25

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 [signature] SRO CTPD

OR

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