Coloma Schools Emergency Drills
Documentation Form
2025-2026

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: 9/16/25 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 10 minutes

Total Participants: 399

Remarks: We will shift our 3rd graders to 1st grade hall. We will also add a time section to our attendance sheets.

This report is for emergency drill # 1 for school year 25-26.

Name of person conducting drill: KJ Severin

Title of person conducting drill: Principal

Signature of person conducting drill: Kelly Joseverin

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 _____