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: 10/9/25 Time drill was held: 9:33 (pm/am)

Exact time required to evacuate/shelter/secure: 9:33-9:39

Total Participants: 404

Remarks: new plan for K hall (check office between classrooms first), reminded CES after that last person out closes door, Hearing/Vision present

This report is for emergency drill # 3 for school year 25-26

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 _____