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

Date of Drill: 2/19/26 Time drill was held: 12:06 (pm/am)

Exact time required to evacuate/shelter/secure: 28 minutes

Total Participants: 396

Remarks: gave refreshers on: stay in until keyed out, walky on playground must stay w/ last staff member out there

This report is for emergency drill # 8 for school year 25-26.

Name of person conducting drill: KJ 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] Sgt. / SRO

OR

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