# School Drill Documentation

| Type of Drill | Number/Schedule |
|---|---|
| Fire | Five drills – Three must be completed by December 1 |
| Tornado | Two drills – One must be completed in March |
| Safety/Security | Three drills – One must be completed prior to December 1 and one after January 1<br>• One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.<br>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.<br>• Seek input from the administration of the school and local public safety on the nature of the drill. |

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Coloma Intermediate Principal: Winifred Staffen

Date of drill: 3-3-26 Number of students: 149 Number of Staff: 13

Time initiated: 1:02 pm ☐ a.m ☒ p.m. Time concluded 1:06 ☐ a.m ☒ p.m.

| Situation at Start of the Drill (Check the appropriate box) | | | |
|---|---|---|---|
| ☐ Before school | ☒ During class time | ☐ Passing time | ☐ Recess |
| ☐ Lunch time | ☐ Assembly | ☐ After school | ☐ Other: |

Remarks:

This report is for:
(check box next to applicable drill)

Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year

Tornado drill number ☐1 ☒2 for the 25-26 school year

Safety/Security drill number ☐1 ☐2 ☐3 for the _____ school year

Name of person conducting drill: Winifred Staffen

Title of person conducting drill: principal

Signature or person conducting drill: Winifred Staffen Date: 3/3/26

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.*
*The form must be maintained on the school website for at least three years.*