School Emergency Drills
Documentation Form

Type of Drill

- ☐ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Coloma Intermediate

Date of Drill: October 6, 2022 Time drill was held: 1:00 (pm)/am)

Exact time required to evacuate/shelter/secure: 0:03:45

Total Participants: 161

Remarks: _____

This report is for emergency drill # 2 for school year 22/23.

Name of person conducting drill: Winifred Staffen

Title of person conducting drill: Intermediate Principal

Signature of person conducting drill: Winifred Staffen

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
  Name & Title _____

AND

- ☒ Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title Andrew Uller Coloma Twp P.D. Sgt.

OR

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