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: 2/15/23 Time drill was held: 12:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 37 seconds

Total Participants: 147

Remarks: 8 min 58 seconds to check perimeter.

This report is for emergency drill # 6 for school year 22/23.

Name of person conducting drill: WINIFRED STAFFEN

Title of person conducting drill: 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 Sgt C.T.P.D

OR

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