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: 274 N-WEST Coloma Middle

Date of Drill: 4-26-16 Time drill was held: 1400 (pm/am)

Exact time required to evacuate/shelter/secure: less THAN 1 min.

Total Participants: 200

Remarks: EXCELLENT

This report is for emergency drill # 3 for school year 2015/2016

Name of person conducting drill: Rita Moore

Title of person conducting drill: Principal

Signature of person conducting drill: Rita Moore

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
  Name & Title _____

AND

- ☒ Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title Coloma Twp. Police

OR

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