MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

School Drill Documentation Form

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 • One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. • One drill shall include security measures of a potentially dangerous individual on or near the school premises. • 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 High School
Principal: Shane M. Peters
Date of drill: 9/18/2026 Number of students: 322 Number of staff: 30
Time initiated: 1:30 pm Time concluded: 1:40 pm

Situation at Start of the Drill			
□ Before school	■ During class time	□ Passing time	□ Recess
□ Lunch time	□ Assembly	□ After school	□ Other:

Remarks:

This report is for: Fire drill number ■ 2 3 4 5 for the 2023/2024 school year

Tornado drill number 1 2 for the 2023/2024 school year

Safety/Security drill number 1 2 3 for the 2023/2024 school year

Name of person conducting drill: Shane M. Peters Title of person conducting drill: Principal

Signature or person conducting drill: Shane M Peters Date: 9-18-26

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.