Coloma Schools Emergency Drills
Documentation Form
2026-2027

Type of Drill
- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☑ Lock Down/Shelter in Place Drill (3 required)

Time of Drill
- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Coloma Intermediate

Date of Drill: 10/22/26 Time drill was held: 9:07 am (pm/am)

Exact time required to evacuate/shelter/secure: 9:29 am - 22 minutes

Total Participants: 168

Remarks: Lock down drill #1

This report is for emergency drill # 1 for school year 26-27.

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 [signature] CTPD Sgt./SRO

OR

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