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: **10/26/2026** Number of students: **319** Number of staff: **30**
Time initiated: **8:45 a.m.** Time concluded: **8:51 a.m.** Time to complete: **6 min.**

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

Remarks:_____

_____

This report is for: Fire drill number 1 2 3 4 5 for the 2026/2027 school year

Tornado drill number 1 2 for the 2026/2027 school year

Safety/Security drill number 1 2 3 for the 2026/2027 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: 10/26/26

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.