

# RCS School Emergency Drills

## Documentation Form for the 2019-20 school year

This form must be completed for each drill, remember to check the type of drill. Upon completion of each drill, please email Sharon Ahearn your signed drill report. Sharon will post them on the district website within 5 days of the drill completion and it will remain posted for 3 years.

**Type of Drill**

- Fire Drill (5 required)
  - 3 must be completed by December 1, 2019
  - There must be a "reasonable" interval between each drill.
  
- Tornado Drill (2 required)
  - At least 1 must be completed during the month of March 2020
  
- ✗ Lock Down/Shelter in Place Drill (3 required)  
(Drills in which the occupants are restricted to the interior of the building)  
At least 1 drill must be completed by December 1, 2019 and  
At least 1 drill must be completed after January 1, 2020

\*At least 1 of the drills is required to be conducted during a lunch, recess, or at another time when a significant number of the students are gathered but not in the classroom.

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Please explain: \_\_\_\_\_

Name of Reporting School: Hart Middle School

Date of Drill: 2/5/2020 Time drill was held: 1:40 (am/pm)

Exact time required to evacuate/shelter/secure: 1 minute, 3 seconds

This report is for emergency drill # 3 of 3 Total Participants: ~200

Remarks: Students and staff moved quickly and quietly into lockdown.

Kristin Patrona Meitzner  
Signature of the school principal/designee acknowledging the completion of the drill

Kristin Patrona Meitzner  
Printed name of the individual in charge of conducting the drill, if it is not the school principal