

# RCS School Emergency Drills

## Documentation Form for the 2020-21 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, 2020
  - There must be a "reasonable" interval between each drill.
  
- Tornado Drill (2 required)
  - At least 1 must be completed during the month of March 2021

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, 2020 and  
At least 1 drill must be completed after January 1, 2021

\*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: West Middle School

Date of Drill: 11/30 Time drill was held: 10:05 (am/pm)

Exact time required to evacuate/shelter/secure: 10 seconds

This report is for emergency drill # 1 of 3 Total Participants: 14

Remarks: Staff did a great job of ~~the~~ locking down their rooms

William Stauguard  
Signature of the school principal/designee acknowledging the completion of the drill

William Stauguard  
Printed name of the individual in charge of conducting the drill, if it is not the school principal