

# RCS School Emergency Drills

## Documentation Form for the 2021-22 school year

**This form must be completed for each drill, remember to check the type of drill.** Upon completion of each drill, please email Lynn Singer your signed drill report. Lynn 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, 2021
  - There must be a "reasonable" interval between each drill.
  
- Tornado Drill (2 required)
  - At least 1 must be completed during the month of March 2022
  
- 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, 2021 and  
 At least 1 drill must be completed after January 1, 2022

\*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: 9-14-21 Time drill was held: 7:52 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min.

This report is for emergency drill # 1 of 5 Total Participants: 850

Remarks: Team did a great job of getting students from hallways to safe location and then confirming location.

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

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