

# 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: Fire alarm went off and we needed to evacuate the building.

Name of Reporting School: West Middle School

Date of Drill: 9/28/21 Time drill was held: 2:02 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min.

This report is for emergency drill # 2 of 5 Total Participants: 850

Remarks: Staff and students did a great job evacuating the building as quickly as possible

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