

**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**

- o Fire Drill (5 required)
  - 3 must be completed by December 1, 2021
  - There must be a “reasonable” interval between each drill.
  
- o Tornado Drill (2 required)
  - At least 1 must be completed during the month of March 2022
  
- X 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**

- X Standard
- Class Change
- Recess
- Other Events

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

Name of Reporting School:           Hugger            
Date of Drill:   9/30/21                           Time drill was held:   9:45am           (am/pm)

Exact time required to evacuate/shelter/secure:           1:42.15          

This report is for emergency drill #   1           of   3           Total Participants:   492          

Remarks: \_\_\_\_\_

*Marnie Barker*

\_\_\_\_\_  
Signature of the school principal/designee acknowledging the completion of the drill

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