

# 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: Brooklands Elementary

Date of Drill: 10/12/21 Time drill was held: 2:45 (am/pm) pm

Exact time required to evacuate/shelter/secure: 2 mins

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

Remarks: 500+

[Signature]  
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

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- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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

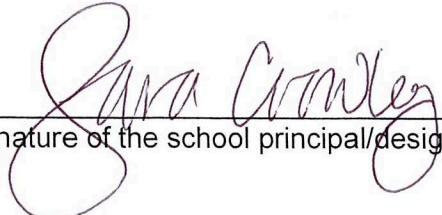
Name of Reporting School: Brooklands Elementary

Date of Drill: 11/3/21 Time drill was held: 10:16 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min. 53 sec.

This report is for emergency drill # 3 of 5 Total Participants: Whole school

Remarks: 500+

  
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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☒ Other Events

Please explain: Fire Alarm pulled

Name of Reporting School: Brooklands Elementary

Date of Drill: 11/23/21 Time drill was held: 10:20 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 28 seconds

This report is for emergency drill # 4 of 5 Total Participants: Whole school

Remarks: can count as unscheduled drill. 500+

Sara Crowley  
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



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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☒ Other Events

Please explain: Alarm wall pulled in error.

Name of Reporting School: Brooklands Elementary

Date of Drill: 12/6/21 Time drill was held: 3:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 40 seconds.

This report is for emergency drill # 5 of 5 Total Participants: Whole school  
500+

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

Sara Crawley  
Signature of the school principal/designee acknowledging the completion of the drill

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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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

Name of Reporting School: Brooklands Elementary

Date of Drill: 11/10/21 Time drill was held: 1045 (am/pm)

Exact time required to evacuate/shelter/secure: 4 minutes

This report is for emergency drill # \_\_\_\_\_ of \_\_\_\_\_ Total Participants: Whole school

Remarks: made adjustments to locations mid-drill 500+

Sara Crawley  
Signature of the school principal/designee acknowledging the completion of the drill

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### Time of Drill

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- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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

Name of Reporting School: Brooklands Elementary

Date of Drill: 11/22/21 Time drill was held: 9:36 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 20 seconds

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

Remarks: 500+

Sara Crowley  
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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☒ Other Events

Please explain: district required softlockdown (partial)

Name of Reporting School: Brooklands Elementary

Date of Drill: 11/30/21 Time drill was held: 1:40 (am/pm)

Exact time required to evacuate/~~lockdown~~ shelter/secure: 2 minutes

This report is for emergency drill # 2 of 3 Total Participants: Whole school 500 +

Remarks: Soft lockdown can be recorded as a drill per Robert Seely, OCHS.

Sara Crowley  
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