

# RCS School Emergency Drills

## Documentation Form for the 2022-23 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 ([lsinger@rochester.k12.mi.us](mailto:lsinger@rochester.k12.mi.us)) your signed drill report. Drill reports will be posted to the RCS website within 5 days of drill completion where they will remain posted for 3 years.

**Type of Drill**

- Fire Drill (5 required)
  - 3 must be completed by December 1, 2022
  - There must be a “reasonable” interval between each drill.
  
- Tornado Drill (2 required)
  - At least 1 must be completed **during the month of March 2023**
  
- 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, 2022 and  
At least 1 drill must be completed after January 1, 2023

\*At least 1 of the drills is required to be conducted during lunch, recess, or at another time when a significant number of students are gathered but not in the classroom.

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

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

Name of Reporting School: Musson Elem. School

Date of Drill: 9/22/22 Time drill was held: 10:30 (am/pm)

Exact time required to evacuate/shelter/secure: 57 seconds

This report is for emergency drill # 2 of 10 Total Participants: 530+

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

Laura Bidlack  
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: \_\_\_\_\_

Name of Reporting School: Musson Elem. School

Date of Drill: 10/4/22 Time drill was held: 11:30 (am/pm)

Exact time required to evacuate/shelter/secure: 1:54 (rescheduled to 10/11/22

This report is for emergency drill # 3 of 10 Total Participants: 530+ @ 2:30 pm

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

Laura Bidlack  
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