

RCS School Emergency Drills

Documentation Form for the 2023-24 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) 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, 2023
 - There must be a "reasonable" interval between each drill.

- Tornado Drill (2 required)
 - At least 1 must be completed **during the month of March 2024**

- 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, 2023 and
 - At least 1 drill must be completed after January 1, 2024

*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: Hamlin Elementary

Date of Drill: 1/26/24 Time drill was held: 10:20 (am/pm)

Exact time required to evacuate/shelter/secure: 2:54

This report is for emergency drill # 2 of 3 Total Participants: 512

Remarks: Doors unlocked / Lights on

Lynn Singer
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