

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: Brewster

Date of Drill: 2/3 Time drill was held: 2:40 (am/pm)

Exact time required to evacuate/shelter/secure: _____

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

Remarks: _____

Kelley Dossy
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 *2nd grade outside*
- Other Events

Please explain: _____

Name of Reporting School: Brewster

Date of Drill: 5/9/24 Time drill was held: 2:38 (am/pm) pm

Exact time required to evacuate/shelter/secure: Building checked 1:27

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

Remarks: _____

Keeley Perry
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