

# 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](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, 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: Delta Kelly Elementary

Date of Drill: 5/8/2024 Time drill was held: 2:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes and 29.2 sec.

This report is for emergency <sup>Fire</sup> drill # 4 of 5 Total Participants: ~700

Remarks: unannounced drill

Justin Patton  
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