

# 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: \_\_\_\_\_

Date of Drill: 03-21-2024  
(am/pm)

Time drill was held: 1:30 p.m.

Exact time required to evacuate/shelter/secure: 4 mins. 2 Secs.

This report is for emergency drill # 2 of 2 Total Participants: 630

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

Tamara Jones-Jackson  
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