

# RCS School Emergency Drills

## Documentation Form for the 2024-25 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, 2024
  - There must be a "reasonable" interval between each drill.
- Tornado Drill (2 required)
  - At least 1 must be completed **during the month of March 2025**
- 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, 2024 and  
 At least 1 drill must be completed after January 1, 2025

\*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: West Middle School

Date of Drill: 9/24/24 Time drill was held: 12:30 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 2 Min.

This report is for emergency drill # 2 of 5 Total Participants: 900

Remarks: Staff did a great job using their red cards

*William Staugerard*  
 Signature of the school principal/designee acknowledging the completion of the drill

William Staugerard  
 Printed name of the individual in charge of conducting the drill, if it is not the school principal