

# 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**

- X 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**

- X Standard
- Class Change
- Recess
- Other Events

Please explain: \_\_\_\_\_

Name of Reporting School: Hugger Elementary

Date of Drill: Nov. 13, 2024                      Time drill was held: 1:45 PM (am/pm)

Exact time required to evacuate/shelter/secure: 2:45

This report is for emergency drill # 3 of 5                      Total Participants: 519

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

**Marnie Barker**

\_\_\_\_\_  
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