

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) 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: 2-27-25 Time drill was held: 8:39 (am/pm)

Exact time required to evacuate (shelter) secure: 45 seconds

This report is for emergency drill # 3 of 3 Total Participants: 900

Remarks: Students did a great job finding a safe location to shelter as fast as possible.

William Staugaard
Signature of the school principal/designee acknowledging the completion of the drill

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