

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: Munson Elementary

Date of Drill: 3/14/25 Time drill was held: 10:00 (am/pm) am

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

This report is for emergency drill # 7 of 10 Total Participants: 520

Remarks: completed successfully

Signature of the school principal: [Signature] Acknowledging the completion of the drill

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