

# 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: 4/23/25

Time drill was held: 12:30

(am/pm)

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

This report is for emergency drill # 5 of 5

Total Participants: 900

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

William O. 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