

# 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: \_\_\_\_\_

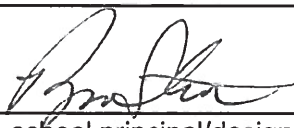
Name of Reporting School: Hampton

Date of Drill: 9/13/24 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 MIN 30 SECS

This report is for emergency drill # 1 of 5 Total Participants: 650

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

  
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

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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

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


Name of Reporting School: Hampton

Date of Drill: 9/26/24 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 1 MIN

This report is for emergency drill # 2 of 5 Total Participants: 650

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

  
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

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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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


Name of Reporting School: Hampton

Date of Drill: 10/10/24 Time drill was held: 9:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min

This report is for emergency drill # 3 of 5 Total Participants: 650

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

  
\_\_\_\_\_  
Signature of the school principal/designee acknowledging the completion of the drill

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

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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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


Name of Reporting School: Hampden

Date of Drill: 4/24/25 Time drill was held: 2:15 (am/pm)

Exact time required to evacuate/shelter/secure: Approx 1 min.

This report is for emergency drill # 4 of 5 Total Participants: 650

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

  
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

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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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


Name of Reporting School: HAMPTON

Date of Drill: 5/21/25 Time drill was held: 10:40 (am/pm)

Exact time required to evacuate/shelter/secure: APPROX 1 MIN.

This report is for emergency drill # 5 of 5 Total Participants: 650

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

  
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

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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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


Name of Reporting School: Hampton

Date of Drill: 3/13/25 Time drill was held: 9:00 (am/pm)

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

This report is for emergency drill # 1 of 2 Total Participants: 650

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

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

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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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


Name of Reporting School: HAMPTON

Date of Drill: 5/15/25 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 MIN 20 SECS

This report is for emergency drill # 2 of 2 Total Participants: 650

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

  
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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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


Name of Reporting School: Hampton

Date of Drill: 9/17 Time drill was held: 9:00 (am/pm)

Exact time required to evacuate/shelter/secure: (-)/1 MIN

This report is for emergency drill # 1 of 3 Total Participants: 650

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

  
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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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


Name of Reporting School: HAMPTON

Date of Drill: 11/22/24 Time drill was held: 11:50 (am/pm)

Exact time required to evacuate/shelter/secure: 1 MIN

This report is for emergency drill # 2 of 3 Total Participants: 650

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

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

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### Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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

Name of Reporting School: HAMPTON

Date of Drill: 1/30/25 Time drill was held: 2:00 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 1 MIN

This report is for emergency drill # 3 of 3 Total Participants: 650

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

  
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