

RCS School Emergency Drills

Documentation Form for the 2025-26 school year

This form must be completed for each drill, **remember to check the type of drill**. Upon completion of each drill, please email Audrey Smith (asmith1@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, 2025
 - There must be a "reasonable" interval between each drill.
- ☐ Tornado Drill (2 required)
 - At least 1 must be completed **during the month of March 2026**

- ☐ Lock Down/Hold/Secure in Place (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, 2025 and

At least 1 drill must be completed after January 1, 2026

*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.

**Administrator must inform RCS Central Office staff in advance of every scheduled drill. (248) 726-3000

ALL DRILLS MUST BE COMPLETED BY April 30, 2026

Time of Drill

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

Please explain:

Name of Reporting School: Adams High School

Date of Drill: 10/29/2023 Time drill was held: 1:35 (am/pm) pm

Exact time required to evacuate/shelter/secure: 4:21

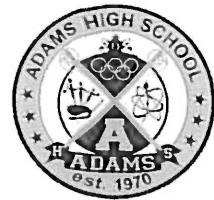
This report is for emergency drill # 4 of 5 Total Participants: ~1600

Remarks: _____

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

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

Fire Drill



Pre-Drill Preparation

Step 1—Reminder Email to Staff

- Day before, emergency signs in room, use designated exits, stay with teacher, wait for "all clear call," remember red/green cards.

Step 2 - Contact Authorities

- Sec of Asst Supt of Curr. (Audrey Smith x3107) – AP Secretary
- Audio Sentry 586-294-2941 Passcode: Highlander – AP Secretary
- Van Hoosen Office – AP Secretary
- OCS & RHFD Dispatch 248-858-4950 Option 8 – Deputy Bandur

Step 3 - Review building zone maps and outdoor assignments

Step 4 - Review zone maps to check hallways, rooms, bathrooms, and offices

Step 5 - Put Emergency Drill sign on outside door – SHIELD

Step 6 - 5 minutes prior to drill, radio CIT to confirm they are ready

The Drill

Step 1 - PA Announcement

"Attention AHS. We will be conducting a fire drill. Please reference the emergency information sheet near the door for your designated exit door, stay together as a class, and exit in an orderly fashion."

Unlock cabinet and push "drill" button then push "begin fire drill"

Step 2 - Receive "all clear" from locations

Ready All Clear In All Clear Out

☒	☒	☒	Pink East – Janice King
☒	☒	☒	Pink West – Christy Clement
☒	☒	☒	Blue Business – Brenda Carlson
☒	☒	☒	Blue Athletics – SHIELD
☒	☒	☒	Blue Receiving – SHIELD
☒	☒	☒	Green East – Sarah Falkowski
☒	☒	☒	Green West – Jessica Bellomo
☒	☒	☒	Yellow East – Christie Larson
☒	☒	☒	Yellow West – Michelle Wilcox

Date: 10/29
 Start Time: 1:35
 End Time: 1:40
 Total Time: 4:21

Subs

Tracye Schwartz	Kelsey Reasner
Angie Wornson	Laurie Dare
Allison Parliament	Derek Trottier
Cortney Hurtgam	Matt Call

Step 3 – Push fire drill button then push cancel fire drill

Step 4 - Inform CIT all areas are clear and drill is complete

Step 5 - PA "All Clear" Announcement

"Attention AHS. We are all clear. Thank you for your participation. You may now return to class and instruction. Again, we are all clear and this concludes the lockdown drill."

Step 6 - Meet with Critical Incident Team for debrief

Post – Drill

- Document fire drill on drill form
- Note fire drill issues (locations, teachers, students)
- Update OC Portal
- Fax or email RCS drill form, Sec to Community Relations (Lynn Singer) 248-726-3192

