

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: 2/10/26 Time drill was held: 9:42 (am/pm)

Exact time required to evacuate/shelter/secure: 3 mins

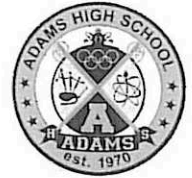
This report is for emergency drill # 3 of 3 Total Participants: ~1600

Remarks: None


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

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

Lockdown Drill



Pre-Drill Preparation

Step 1 - Reminder Email to Staff

- Day before: hall sweep, lock door, lights off, barricade doors, move to the appropriate area within the room, identify anxious/nervous students, do not open the door, don't use green or red cards, wait for the ALL CLEAR announcement.

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 assignments

Step 4 - Put Emergency Drill sign on outside door – SHIELD

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

The Drill

Step 1 - PA Announcement

"Your attention please. We are now conducting a lockdown drill. This is only a drill. Teachers please sweep the hallways and other areas near your classroom. Once your area is clear, please lock your door, turn off your lights, barricade the door, and move students to the appropriate area in the classroom. Students, you need to stay off cell phones during the drill. Again, this is only a drill."

Push the "lockdown" button 5 times for the alarm to sound

Step 2 - Receive "all clear" from locations

Ready All Clear

- | | | |
|-------------------------------------|-------------------------------------|--------------------------------|
| ☒ | ☒ | 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 |

128,

Date:	<u>2:10</u>
Start Time:	<u>9:42</u>
End Time:	<u>9:45</u>
Total Time:	<u>3:10</u>

Subs

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

Step 3 - Inform CIT all areas are clear and drill is complete

Step 3 - 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 4 - Meet with CIT for debrief

Post - Drill

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