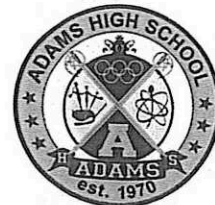


Tornado Drill



Preparation

-Reminder Email to Staff

Day before: Review emergency signs in your classroom, quiet the class so they can hear directions, close doors and windows, lead students to designated area, seat students in designated area and remain with them, and 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

The Drill

Step 1 - PA Announcement

"Attention Highlanders. We are now conducting a tornado drill. This is only a drill. Teachers please move your classes to their safe area. Safe area locations for a tornado drill are posted in the room. Please move your classes quickly and quietly, turn off lights and close doors, and seat students in their designated area. Again, this announcement begins a tornado drill."

Push the "weather" 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 |

Date:	11/19
Start Time:	8:40
End Time:	8:42
Total Time:	2:04

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 4 - PA "All clear" Announcement

"Attention AHS. We are all clear. Thank you for your participation and for helping to make our school prepared and safe. You may now return to class and instruction. Again, we are all clear and this concludes the tornado drill."

Step 5 - Meet with CIT for debrief

Post - Drill

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

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:

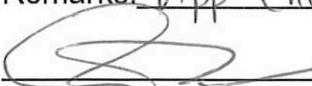
Name of Reporting School: Adams High School

Date of Drill: 11/19 Time drill was held: 8:40 (am/pm)

Exact time required to evacuate/shelter/secure: 2:04

This report is for emergency drill # 1 of 2 Total Participants: ~1600

Remarks: App did not sound alarm.


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

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