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

X Fire Drill (5 required)
- 3 must be completed by December 1, 2025
- There must be a "reasonable" interval between each drill.

o Tornado Drill (2 required)
- At least 1 must be completed **during the month of March 2026**

o 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

X Standard
❑ Class Change
❑ Recess
❑ Other Events
Please explain: _____

Name of Reporting School: _____Hugger_____

Date of Drill: __Sept. 8, 2025_____ Time drill was held: 2:30 pm (am/pm)

Exact time required to evacuate/shelter/secure: 2:42_____

This report is for emergency drill #__1____of __5_____ Total Participants: 518_____

Remarks:_____

Marnie Barker
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