

# RCS School Emergency Drills

## Documentation Form for the 2014 - 2015 school year

This form must be completed for each drill. Upon completion of each drill, please email Sharon Ahearn your signed drill report. Sharon will post them on the district website within 5 days of the drill completion and it will remain posted for 3 years.

### Type of Drill

- Fire Drill (5 required)  
3 must take place by December 1, 2014  
There must be a "reasonable" interval between each drill.
- Tornado Drill (2 required)  
At least 1 must take place in March, 2015
- Lock Down/Shelter in Place Drill (3 required)  
(Drills in which the occupants are restricted to the interior of the building)  
At least 1 taking place by December 1, 2014  
At least 1 taking place after January 1, 2015

\*At least 1 of the drills is required to be conducted during a lunch, recess, or at another time when a significant number of the students are gathered but not in the classroom.

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

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

Name of Reporting School: Rochester Adult Education

Date of Drill: 3-16-2015 Time drill was held: 7 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 7pm

This report is for emergency drill # 7 of 10 Total Participants: 90

Remarks: N/A

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