

# 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: 5-6-2015 Time drill was held: 4pm (am/pm) pm

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

This report is for emergency drill # 10 of 10 Total Participants: 30

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