

**Richfield Early Learning Center
School Emergency Drills
Documentation Form
2015-2016 School Year**

Type of Drill

Fire Drill (5 required)
Tornado (2 required)
Lock Down (2 required)

Time of Drill

Standard
Class Change
Lunch/Recess
Other Event

Name of reporting school: Richfield Early Learning Center

Date of Drill: 8/26/15 Time of Drill: 2:36 (AM/**PM**)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: 1:15

Total number of participants: 230

Comments/Remarks All classes locked down and doors checked at 1:15.

This report is emergency drill #3 for the school year.

Name of person conducting drill: David Farley

Title of person conducting drill: Principal

Signature of person conducting drill:



