

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

**Type of Drill**

**Time of Drill**

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

Standard  
Class Change  
**Lunch/Recess**  
Other Event

Name of reporting school: Richfield Early Learning Center

Date of Drill: 8/25/15      Time of Drill: 11:30 (**AM/PM**)

Drill was:      **Announced**                      Unannounced

Exact time required to evacuate/secure building: 3:07

Total number of participants: 230

Comments/Remarks All shelter areas occupied and students accounted for at 3:07

This report is emergency drill #2 for the school year.

Name of person conducting drill: David Farley

Title of person conducting drill: Principal

Signature of person conducting drill:



