

**Richfield Public School Academy**

**School Emergency Drills Documentation Form**

**2015-2016 School Year**

School Name: Richfield ELC

**Type of Drill**

**Scheduled Event at Time of Drill**

Fire Drill (5 required)

Standard

Tornado (2 required) ✓

Lunch/Recess

Lock Down (2 required)

Other Event ✓

Name of Reporting School: Richfield ELC

Date of Drill: 3-8-16

Time of Drill 3:00 (AM/PM)

Drill Was: Announced/Unannounced

Exact time required to evacuate/secure building: 2:05

Total number of participants: 230

Comments/Remarks by Drill Conductor: 2:00 to ensure all students were in station

The Report is Emergency Drill Number \_\_\_\_\_ for the school year.

Name of Person Conducting Drill: David Farley

Title of person Conducting Drill: Principal

Signature of Person Conducting Drill: [Signature]