

**Richfield Public School Academy
School Emergency Drills
Documentation Form
2016-2017 School Year**

Type of Drill

- Fire Drill (6 required)
- Tornado (2 required)
- Lock Down (2 required)

Time of Drill

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

Name of reporting school: Richfield Public School Academy

Date of Drill: 8/25/2016 Time of Drill: 11:01 (**AM/PM**)

Drill was: Announced **Unannounced**

Exact time required to evacuate/secure building: **7 minutes 29 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **11:08 am**

We were short one administrative member, which caused confusion for one area of the school. Since the administrator was absent, it took longer for our groups in the front of the building to get checked and confirmed. Students and staff exited the building quickly and quietly. We have corrected the issue.

This report is emergency drill **#1** for the school year.

Name of person conducting drill: Nicole Pacheco

Title of person conducting drill: 3-5 Co-Principal/Title 1 Director

Signature of person conducting drill: _____

