

**Richfield Public School Academy**  
**School Emergency Drills Documentation Form**  
**2016-2017 School Year**  
**School Name: Richfield Early Learning Center**

**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 Early Learning, Cad

Date of Drill: 8-11-16 Time of Drill 2:30 (AM/PM)

Drill Was: Announced/Unannounced

Exact time required to evacuate/secure building: 2:25 to check all rooms

Total number of participants: 230

Comments/Remarks by Drill Conductor: 2:25 to check all doors

The Report is Emergency Drill Number 1 for the school year.

Name of Person Conducting Drill: David Fenley

Title of person Conducting Drill: Principal

Signature of Person Conducting Drill: [Signature]