

**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 Center

Date of Drill: 9-29

Time of Drill 8:50 (AM/PM)

Drill Was: Announced/Unannounced

Exact time required to evacuate/secure building: 3-1/2 to end all over

Total number of participants: 255

Comments/Remarks by Drill Conductor: \_\_\_\_\_

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

Name of Person Conducting Drill: David Taylor

Title of person Conducting Drill: Principal

Signature of Person Conducting Drill: [Signature]