

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

**School Name: Richfield Early Learning Center**

<u>Type of Drill</u>	<u>Scheduled Event at Time of Drill</u>
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: 9/13 Time of Drill 3:15 (AM/PM) PM

Drill Was: Announced/Unannounced

Exact time required to evacuate/secure building: 2:30

Total number of participants: 243

Comments/Remarks by Drill Conductor: 3:15 to find and place all students

The Report is Emergency Drill Number 2 for the school year.

Name of Person Conducting Drill: Dawn Fenley

Title of person Conducting Drill: Principal

Signature of Person Conducting Drill: [Signature]