

**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: 10/19/2016 Time of Drill: 12:30 (AM/PM)

Drill was: Announced **Unannounced**

Exact time required to evacuate/secure building: **4 minutes 30 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at 12:35 PM

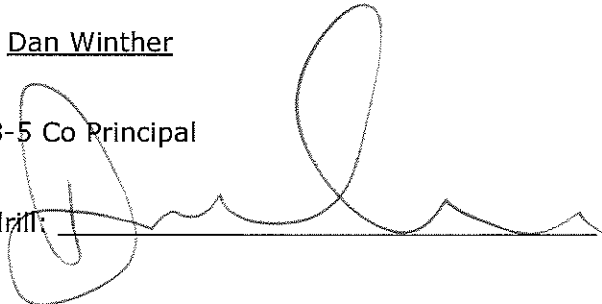
**Students and staff moved quickly and quietly out of the building during the drill.
Classroom doors were shut and lights were turned off.**

This report is emergency drill **#2** for the school year.

Name of person conducting drill: Dan Winther

Title of person conducting drill: 3-5 Co Principal

Signature of person conducting drill:

A handwritten signature in black ink, appearing to read 'Dan Winther', is written over a horizontal line. The signature is stylized with a large loop at the end.