

**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: 11/15/16 Time of Drill: 10:30 (AM/PM)

Drill was: Announced **Unannounced**

Exact time required to evacuate/secure building: **3 minutes 48 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **10:33 AM.**

**Teachers did a nice job of getting doors shut and lights off in the classroom.
Everyone moved quickly and quietly to their outside positions and any students
who were out of their regular classrooms were accounted for.**

This report is emergency drill **#3** 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: 