

**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: 2/17/17      Time of Drill: 3:12 (AM/PM)

Drill was: **Announced**    Unannounced

Exact time required to evacuate/secure building: **3 minutes 15 seconds**

Total number of participants: **472**

Comments/Remarks: The lockdown ended at 3:15 PM

**Teachers did a nice job of getting doors locked and lights off in the classroom. Some teachers forgot to put out the Green/Red cards underneath their doors, and some classrooms had noise coming from them. Most of the video camera's were not covered. We will revisit these procedures during our staff meeting.**

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

Name of person conducting drill: Amy Boyles

Title of person conducting drill: 6-8 Principal

Signature of person conducting drill: \_\_\_\_\_ 