

**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: 3/21/17          Time of Drill: 9:10 (**AM**/PM)

Drill was: **Announced**                          Unannounced

Exact time required to evacuate/secure building: **3 minutes 20 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **9:13 am**

**Teachers did a nice job of getting doors locked and lights off in the classroom.  
 Each classroom was quiet and prepared for the drill. The cameras were covered.  
 There were no problems.**

This report is emergency drill **#4** 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: \_\_\_\_\_