# 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: 4/25/17 Time of Drill: 1:30 (AM/**PM**)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **3 minutes 04 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **1:33 pm**

**Teachers and students moved quickly and quietly into the hallway and were in their places within minutes. Students had their head covered and the doorways were clear.**

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: _____