

**Richfield Public School Academy
School Emergency Drills
Documentation Form
2017-2018 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: 8/31/2017 Time of Drill: 10:30 (**AM**/PM)

Drill was: Announced **Unannounced**

Exact time required to evacuate/secure building: **1 minutes 46 seconds**

Total number of participants: 425

Comments/Remarks: The alarm was shut off at **10:32 AM**

Students and staff did very well getting into the emergency positions and students were quiet and patient. Each student sat correctly in the hallway. We need to remind staff that their lights should be off in the classroom, and their classroom doors should be open.

This report is emergency drill **#1** 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: _____

