Richfield Public School Academy
School Emergency Drills
Documentation Form
2017-2018 School Year

Type of Drill	**Time of Drill**
☐ Fire Drill (6 required)	**Standard**
☐ Tornado (2 required)	Class Change
☒ Lock Down (2 required)	Lunch/Recess
	Other Event

Name of reporting school: Richfield Public School Academy

Date of Drill: 10/6/17 Time of Drill: 9:45 (**AM**/PM)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **6 minutes 14 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **9:51 AM**

Most staff members did a great job of turning lights off, closing and locking doors and continuing class at a low level. Some of the classroom doors were not locked and some of the classrooms were louder than expected, which caused the drill to take longer.

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: _____