

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

**Type of Drill**

- X 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: 10/26/17

Time of Drill: 1:00 (AM/PM)

Drill was: Announced

**Unannounced**

Exact time required to evacuate/secure building: 4 minutes and 20 seconds

Total number of participants: 422

Comments/Remarks: The lockdown ended at 1:04 pm.

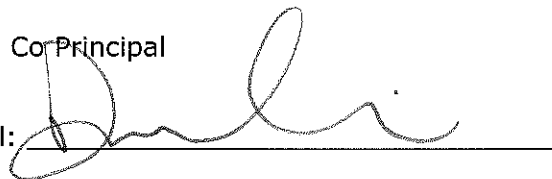
**All students and staff evacuated the building quickly and quietly. All students were accounted for. All rooms had the doors closed and the lights off. There were no problem areas.**

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

Name of person conducting drill: Daniel Winther

Title of person conducting drill: 3-5 Co Principal

Signature of person conducting drill:



**\*\*Give a copy to Jonie Bartleson and Webmaster for Posting**