

**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 Early Learning Center

Date of Drill: 11/13/17      Time of Drill: 8:30 (**AM/PM**)

Drill was: Announced (day, not time)                      **Unannounced**

Exact time required to evacuate/secure building: **1 minute 28 seconds** (time it took for me to check every classroom and door)

Total number of participants: **All classrooms**

Comments/Remarks: One classroom was missing their door covering, which was fixed by ~~\_\_\_\_\_~~ the time I unlocked the door. One teacher could be heard inside their room. The rest of the classrooms were silent and secure!

This report is emergency drill **#3** for the school year (drill #2 was unsuccessful).

Name of person conducting drill: Tia Doyle

Title of person conducting drill: Richfield Early Learning Center Principal

Signature of person conducting drill: 