

**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: 11/17/17

Time of Drill: 11:00 (AM/PM)

Drill was: Announced

**Unannounced**

Exact time required to evacuate/secure building: 4 minutes 12 seconds

Total number of participants: 421

Comments/Remarks: The lockdown ended at 11:04 AM

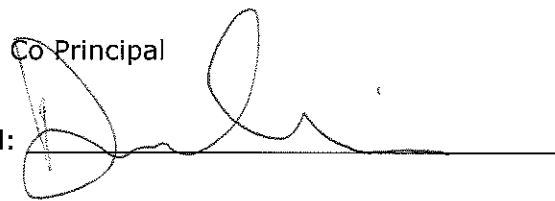
**All students and staff evacuated the building quickly and quietly. All students were accounted for. Most rooms had the doors closed and the lights off, and staff will be reminded of these procedures. There were no problem areas.**

This report is emergency drill # 3 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**