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: 3/22/2018 Time of Drill: 9:10 (**AM**/PM)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **3 minutes 50 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **9:14 AM**

All staff members did a great job quickly locking their doors, shutting off lights and barricading doors. The hallways were silent within a minute of the drill announcement. All staff members waited for the doors to be unlocked by administrators after the all clear was announced.

This report is emergency drill **#2** 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: