

**Richfield Early Learning Center  
School Emergency Drills  
Documentation Form  
2017-2018 School Year**

**Type of Drill**

**Time of Drill**

- Fire Drill (6 required)
- Tornado (2 required)
- Lock Down (2 required)

**Standard**

Class Change  
Lunch/Recess  
Other Event

Name of reporting school: Richfield Early Learning Center

Date of Drill: 3/22/18      Time of Drill: 9:12 (AM/PM)

Drill was: **Announced**      Unannounced

Exact time required to evacuate/secure building: **4 minutes 10 seconds**

Total number of participants: **263**

Comments/Remarks: The lockdown ended at 9:16 am

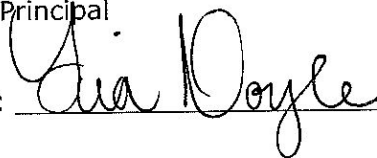
**Today's drill was not as successful as previous ones. Not all doors were covered, some doors were unlocked, and some staff did not hear the call at all. We will have a follow-up to ensure that corrections are made for the safety of our students.**

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

Name of person conducting drill: Tia Doyle

Title of person conducting drill: K-2 Principal

Signature of person conducting drill:

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