Richfield Early Learning Center
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 (arrival)

Name of reporting school: Richfield Early Learning Center

Date of Drill: 6/20/18 Time of Drill: 12:05 (AM/**PM)**

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **1 minute 59 seconds**

Total number of participants: 216

Comments/Remarks: Our team did very well evacuating the building!

This report is emergency drill **#5** for the school year.

Name of person conducting drill: Tia Doyle

Title of person conducting drill: K-2 Principal

Signature of person conducting drill: Tia Doyle