

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 (arrival)**

Name of reporting school: Richfield Early Learning Center

Date of Drill: 6/19/18 Time of Drill: 8:05 (**AM/PM**)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **3 minutes 58 seconds**

Total number of participants: 140

Comments/Remarks: This was our first ALICE lockdown drill, and it was conducted during arrival. Staff and students did exceptionally well! The building was evacuated quicker than listed, but it took me that long to open all doors and make sure the building was cleared. All classrooms were barricaded and emptied by the time I got to them.

This report is emergency drill **#4** for the school year.

Name of person conducting drill: Tia Doyle

Title of person conducting drill: K-2 Principal

Signature of person conducting drill: 