Richfield Public School Academy
School Emergency Drills
Documentation Form
2018-2019 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: 9/18/2018 Time of Drill: 9:35 (**AM**/PM)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **3 minutes 42 seconds**

Total number of participants: 417

Comments/Remarks: The alarm was shut off at **9:38 AM**

Students and staff did very well getting into the emergency positions and students were quiet and patient. Each student sat correctly in the hallway. For the first drill of the year, students did a very nice job. Teachers need to remember to always have their walkies on for emergency drills.

This report is emergency drill **#1** for the school year.

Name of person conducting drill: Dan Winther

Title of person conducting drill: 2-5 Co-Principal

Signature of person conducting drill: _____