

**Richfield Public School Academy (RELC)
School Emergency Drills
Documentation Form
2018-2019 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 Public School Academy (RELC)

Date of Drill: 2/14/2019 Time of Drill: 10:12 (**AM/PM**)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: 2 minutes 26 seconds

Total number of participants: 196 students

Comments/Remarks: We had 3 rooms that were unlocked. Some rooms were able to be opened with a master key. The kids responded well. 100% of students followed procedures for the ALICE lockdown drill.

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

Name of person conducting drill: Jennifer Rivera

Title of person conducting drill: Pre-K-1St Principal

Signature of person conducting drill: Jennifer Rivera