

**Richfield Public School Academy  
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

Name of reporting school: Richfield Public School Academy

Date of Drill: 11/16/18      Time of Drill: 9:30 am

Drill was: Announced                      **Unannounced**

Exact time required to evacuate/secure building: **3 minutes and 22 seconds**

Total number of participants: **434**

Comments/Remarks: The alarm was shut off at **9:53 am**

**Teachers and students were out of the building quickly and quietly. All teachers had their Red/Green cards ready and all students were accounted for.**

This report is emergency drill **#3** 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:

