

**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: 10/5/18      Time of Drill: 9:30 (**AM/PM**)

Drill was: Announced                      **Unannounced**

Exact time required to evacuate/secure building: **3 minutes 43 seconds**

Total number of participants: **468**


Comments/Remarks: The lockdown ended at 9:33 am.

**Teachers did a nice job of getting doors locked and lights off in the classroom.  
Some teachers had noise coming from their classrooms. Some of the rooms were  
able to be opened with a key.**

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

Name of person conducting drill: Daniel Winther

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

Signature of person conducting drill:  \_\_\_\_\_