

**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: 3/21/19

Time of Drill: 9:10 (AM/PM)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: **4 minutes 9 seconds**

Total number of participants: **472**

Comments/Remarks: The lockdown ended at 9:14 am.

**Classroom doors were closed and locked, and there was no noise coming from the room. Some of the rooms were able to be opened with a key, but most of them had a chair wedged to ensure they not able to be opened.**

This report is emergency drill #3 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: \_\_\_\_\_

