Richfield Public School Academy
School Emergency Drills
Documentation Form
2020-2021 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: 3/18/21 Time of Drill: 8:30 (**AM**/PM)

Drill was: **Announced** Unannounced

Exact time required to evacuate/secure building: 7 minutes, 27 seconds

Total number of participants: **201**

Comments/Remarks: The lockdown ended at 8:37 AM

All staff members did a great job quickly locking down their classrooms, getting their students quiet and remaining quiet during the drill. Some staff members needed a reminder about the procedure for coming out of lockdown. Many assumed we were done once the original "All Clear" walkie call was made, forgetting that an administrator needed to unlock their door before they are set. We will emphasize these procedures priorg to our next lock down drill.

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

Name of person conducting drill: Daniel Winther

Title of person conducting drill: 3-5 Principal

3/18/21