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# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565 \* [www.richmond.k12.mi.us](http://www.richmond.k12.mi.us)

Brian J. Walmsley, Ed.S.  
Superintendent

## M E M O R A N D U M

**TO:** Richmond Middle School Staff

**FROM:** Becky Borwick

**DATE:** August 21<sup>st</sup>, 2015

**RE:** Richmond Middle School Drill Schedule

### Fire Drills:

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- 09/14/15 2:00 pm
- 09/21/15 8:15 am
- 10/16/15 1:40 pm
- 05/06/16 2:00 pm
- 05/19/16 11:15 am

### Tornado Drills:

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- 03/21/16 9:00 am
- 11/17/15 2:00 pm

### Lockdown or Secure Your Rooms: (Will be communicated prior to the drill)

- 10/19/15 1:00 pm
- 02/09/16 8:00 am
- 04/20/16 8:00 am

*Guaranteed Learning for All Students!*