

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 * www.richmond.k12.mi.us

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Superintendent

M E M O R A N D U M

TO: Lee Elementary Staff

FROM: David Kochan

DATE: August 31, 2016

RE: Richmond Lee Elementary School Drill Schedule

Fire Drills:

- 09/21/16 2:00 pm
- 10/20/16 8:30 pm
- 11/09/16 1:30 pm
- 02/15/17 10:00 am (Early Childhood only)
- 04/25/17 8:30 am
- 05/23/17 12:40 pm

Tornado Drills:

- 10/18/16 2:00 pm
- 03/15/17 1:30 pm

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

- 09/28/16 10:30 am
- 02/09/17 2:00 pm
- 03/21/17 1:30 pm

Updated: 9/14/16

Guaranteed Learning for All Students!