

# Richmond Community Schools

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

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

**TO:** Lee Elementary Staff

**FROM:** David Kochan

**DATE:** August 14, 2017

**RE:** Richmond Lee Elementary School Drill Schedule

### Fire Drills:

- 09/20/17 2:00 pm
- 10/19/17 8:30 pm
- 11/08/17 1:30 pm
- 02/15/18 10:00 am (Early Childhood only)
- 04/24/18 8:00 am
- 05/22/18 12:40 pm

### Tornado Drills:

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

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

- 09/27/17 10:15 am (External – Potential Threat)
- 02/08/18 2:00 pm (External – Immediate Threat)
- 03/20/18 1:30 pm (Internal – Immediate threat)

Updated: 8/25/17

*Guaranteed Learning for All Students!*