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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:** Lee Elementary Staff

**FROM:** Becky Borwick

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

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

### Fire Drills:

- 09/21/15 8:30 am
- 10/15/15 2:00 pm
- 11/09/15 1:30 pm
- 04/29/16 8:30 am
- 05/23/16 12:40 pm

### Tornado Drills:

- 10/16/15 2:00 pm
- 03/14/16 1:30 pm

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

- 09/28/15 10:30 am
- 02/08/16 2:00 pm
- 03/21/16 1:30 pm

*Guaranteed Learning for All Students!*