

**University Prep Art & Design District
Emergency Drill Schedule
2019-2020**

University Prep Art & Design Elementary School

Fire Drill Schedule

Note: Three (3) must be conducted by December 1st. Two (2) during the remaining portion of the school year, with a reasonable spacing interval between each drill.

| # | Date | Alternate Date | Scheduled Time of Drill | Date Completed | Evacuation Time | Name of Individual In Charge of Drill | Principal or Designee Signature |
|---|-----------|----------------|-------------------------|----------------|-----------------|---------------------------------------|---------------------------------|
| 1 | 9/12/2019 | N/A | 2:00pm | 9/12/2019 | 3min 45sec | Patrina Caldwell | <i>K. Buchanan</i> |
| 2 | 9/19/2019 | N/A | 3:00pm | 9/19/2019 | 4min 20sec | Patrina Caldwell | <i>K. Buchanan</i> |
| 3 | 10/28/19 | | 9:30am | 10/28/2019 | 4min 31sec | Patrina Caldwell | <i>K. Buchanan</i> |
| 4 | 4/2/20 | | 1:00pm | | | | |

(1) during lunch or recess when a significant of students are gathered outside the classroom.

| | | | | | | | |
|---|---------|--|--------|--|--|--|--|
| 5 | 4/20/20 | | 2:00pm | | | | |
|---|---------|--|--------|--|--|--|--|

Tornado Drill Schedule

Note: One (1) of the two tornado drills must be conducted during the month of March.

| # | Date | Alternate Date | Scheduled Time of Drill | Date Completed | Completion Time | Name of Individual In Charge of Drill | Principal or Designee Signature |
|---|-----------|----------------|-------------------------|----------------|-----------------|---------------------------------------|---------------------------------|
| 1 | 3/12/2020 | | 9:15am | | | | |
| 2 | 5/11/2020 | | 10:30 am | | | | |

Lock-Down Drill Schedule

Note: One (1) by December 1; (1) after January 1; (1) during lunch or recess when a significant of students are gathered outside the classroom.

| # | Date | Alternate Date | Scheduled Time of Drill | Date Completed | Completion Time | Name of Individual In Charge of Drill | Principal or Designee Signature |
|---|----------|----------------|-------------------------|----------------|-----------------|---------------------------------------|---------------------------------|
| 1 | 10/16/19 | N/A | 9:30am | 9:30am | 3min 41sec | Patrina Caldwell | <i>K Buchanan</i> |
| 2 | 11/14/20 | | 2:00pm | | | | |
| 3 | 1/23/20 | | 10:00am | | | | |

Off-Site with Transportation Evacuation

| # | Date | Alternate Date | Scheduled Time of Drill | Date Completed | Completion Time | Name of Individual In Charge of Drill | Principal or Designee Signature |
|---|------|----------------|-------------------------|----------------|-----------------|---------------------------------------|---------------------------------|
| 1 | | | | | | | |

of completed drills: [Click here to enter text.](#)