

**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 1<sup>st</sup>. 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>Kayla Fisher</i>
2	9/19/2019	N/A	3:00pm	9/19/2019	4min 20sec	Patrina Caldwell	<i>Kayla Fisher</i>
3	10/28/19		9:30am	10/28/2019	4min 31sec	Patrina Caldwell	<i>Kayla Fisher</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	2:00pm	4min 01sec	Patrina Caldwell	<i>K. Buchanan</i>
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.](#)