





**2018 - 2019 Record of Emergency Drills
Cesar Chavez Academy Upper Elementary**


Fire Drills (5 total – 3 before Dec. 1 with reasonable interval between each drill)

Date	Time of Drill	Evacuation Time	Transition/Typical/Other Planned/Unplanned	Director or Designee Signature
1 9/26/18	9:05 am	2:45 min	Planned	
2 10/15/18	2:06 pm	2:30 min	Planned	
3 11/14/18	9:02 am	2:35 min	Planned	
4				
5				

Tornado Drills (2 total – 1 must be in March)

Date	Time of Drill	Time to Shelter	Standard/Transition or Other	Director or Designee Signature
1 10/01/18	9:05 am	9:15 am	Standard	
2				

Lockdown/Shelter in Place Drills (3 total – 1 before Dec. 1, 1 after Jan. 1, 1 during non-traditional school time)

Date	Time of Drill	Time to Shelter	Standard, Transition, or Other	Conducted with (Name, Title, Organization)	Conducted with (Name, Title, Organization)	Director or Designee Signature
1 10/24/18	1:50 pm	1:45 min	STANDARD	Thomas Cooley, SL	Victoria Villarvera Office Manager	
2						
3						