



School Safety  
Drill Record  
2023-2024

School Name: Havel Elementary

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**Fire Drills**

(reasonably spaced; 3 of the 5 must be held by Dec. 1<sup>st</sup>);

Conducted by: Bev Buelch	Date: 9/28/2023	Time:10:00 am
Conducted by: Jennie Blair/Bev Buelch	Date: 10/24/2203	Time: 2:00 pm
Conducted by: Jennie Blair/ Bev Buelch	Date: 11/30/2023	Time: 2:00 pm
Conducted by: Jennie Blair	Date: 2/15/2024	Time: 10:00 am
Conducted by:	Date:	Time:

**Tornado Safety Drill**

(one shall occur in March)

Conducted by: Jennie Blair	Date: 1/11/2024	Time:10:30 am
Conducted by:	Date: 3-20-2024	Time: 1:00 p.m.

**Lock Down or Shelter-in-Place Drill**

(reasonably spaced; at least 1 before Dec. 1<sup>st</sup> and 1 after Jan. 1<sup>st</sup>)

Conducted by: Bev Buelch/Jennie Blair	Date: 10/12/2023	Time: 10:30 am
Conducted by: Bev Buelch/ Jennie Blair	Date:1/30/2024	Time: 1:00 pm
Conducted by:	Date:	Time:

**NOTE:** one of the 10 drills listed above must occur during a lunch, recess or other period when a significant number of students are gathered but not in the classroom.

*Jennie Blair*

Jennie Blair

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Principal's Signature

Printed Name