



School Safety Drill Record 2024-2025

School Name: West
Utica

West Utica

Fire Drills

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

Conducted by: <i>Heather Dixon</i>	Date: <i>9/15/24</i>	Time: <i>1:30 pm</i>
Conducted by: <i>Heather Dixon</i>	Date: <i>10/11/24</i>	Time: <i>1:30 pm</i>
Conducted by: <i>Heather Dixon</i>	Date: <i>11/5/24</i>	Time: <i>10:00 am</i>
Conducted by: <i>Heather Dixon</i>	Date: <i>2/28/25</i>	Time: <i>2:30 pm</i>
Conducted by:	Date:	Time:

Tornado Safety Drill

(one shall occur in March)

Conducted by: <i>Heather Dixon</i>	Date: <i>3/19/25</i>	Time: <i>11 am</i>
Conducted by: <i>Fatma Chapman</i>	Date: <i>4/4/25</i>	Time: <i>11 am</i>

Lock Down or Shelter-in-Place Drill

(reasonably spaced; at least 1 before Dec. 1st and 1 after Jan. 1st)

Conducted by: <i>Heather Dixon</i>	Date: <i>9/17/24</i>	Time: <i>10 am</i>
Conducted by: <i>Heather Dixon</i>	Date: <i>11/13/24</i>	Time: <i>10:15 am</i>
Conducted by: <i>Heather Dixon</i>	Date: <i>1/15/25</i>	Time: <i>2 pm</i>

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.

Principal's Signature

Printed Name