



# Livingston County Emergency Management

1911 Tooley Rd  
Howell, Michigan 48843  
Telephone: 517.540.7926  
Fax: 517.546.6788

Therese Cremonte, Coordinator

Kristi Wahoski, Planner

## SCHOOL EMERGENCY PREPAREDNESS DRILL REQUIRED DOCUMENTATION

Person notifying local fire, police, OR Central Dispatch (517-546-9111) Prior to drill Jennifer Mykols

School & District: Hawkins Elementary Brighton Area Schools

Drill Type & Number: Fire 1 of 5 Tornado \_\_\_ of 2 (circle one) Lock Down / Shelter in Place \_\_\_ of 3

Check here if a Cardiac Drill was conducted at same time as other drill \_\_\_

During:  Class Time \_\_\_ Class Change \_\_\_ Recess \_\_\_ Lunch \_\_\_ Other \_\_\_ Summer School

Date of Drill: 9/22/23 Time of Drill: 2:30 pm. Number of Participants: 560

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: \_\_\_\_\_

Observations / Remarks: All out of the building by 2:34

Does any information in the KNOX BOX need to be updated? \_\_\_\_\_ (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: Chris McAuliffe - Principal

Signature: [Signature]

The drill was conducted in coordination with:

Emergency Manager (Required for Lock Down & Shelter in Place drills per P.A. 337 of 2006)

AND

Law Enforcement Agency \_\_\_\_\_

OR

Fire Department \_\_\_\_\_



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Therese Cremonte, E. M. Director

Kristi Wahoski, Asst. Emergency Manager

**SCHOOL EMERGENCY PREPAREDNESS DRILL  
REQUIRED DOCUMENTATION**

Person notifying local fire, police, OR Central Dispatch (517-546-9111) Prior to drill \_\_\_\_\_

School & District: SCRANTON MIDDLE SCHOOL | BRIGHTON AREA

Drill Type & Number: Fire \_\_\_ of 5 Tornado \_\_\_ of 2 (circle one) Lock Down / Shelter in Place 1 of 3

Check here if a Cardiac Drill was conducted at same time as other drill \_\_\_\_\_

During:  Class Time \_\_\_ Class Change \_\_\_ Recess \_\_\_ Lunch \_\_\_ Other \_\_\_ Summer School

Date of Drill: 9/25 Time of Drill: 1:00 PM Number of Participants: 900

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 12:05

Observations / Remarks: \_\_\_\_\_

Does any information in the KNOX BOX need to be updated? \_\_\_\_\_ (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: William Renner, Principal

Signature: [Signature]

The drill was conducted in coordination with:

Emergency Manager (Required for Lock Down & Shelter in Place drills per P.A. 337 of 2006)

AND

Law Enforcement Agency [Signature] 304

OR

Fire Department \_\_\_\_\_

SCAN & e-mail this report to Livingston County Emergency Management: [thcremonte@livgov.com](mailto:thcremonte@livgov.com)