



Shelter in Place
1 of 3

Livingston County Emergency Management

1911 Tooley Rd
Howell, Michigan 48843
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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 ___ 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: 1/10/24 Time of Drill: _____ Number of Participants: 560

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

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: Chris McAuliffe - Principal

Signature: [Handwritten 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 [Handwritten Signature] #304 LCSD

OR

Fire Department _____

e-mail this report to Livingston County Emergency Management: theremonte@livegov.com