



# Livingston County Emergency Management

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

Jeffrey R. Boyd, Coordinator

Therese Cremonte, Emergency Manager

## SCHOOL EMERGENCY PREPAREDNESS DRILL REQUIRED DOCUMENTATION

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

School & District: SPENCER ELEMENTARY / BRIGHTON AREA SCHOOLS

Drill Type & Number: Fire \_\_\_ of 5    Tornado \_\_\_ of 2    (circle one) Lock Down / Shelter in Place 3 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: 3/8/2022    Time of Drill: 3:00    Number of Participants: 600

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: to 13:00

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

Does any information in the KNOX BOX need to be updated? \_\_\_\_\_

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

OR

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

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