



Livingston County Emergency Management

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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 Chelsea Boyd / LeeAnn Brick

School & District: Spencer Elementary - Brighton Schools

Drill Type & Number: Fire 2 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: 10/4/23 Time of Drill: 3:02 pm Number of Participants: 600

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 20 minutes

Observations / Remarks: _____

Does any information in the KNOX BOX need to be updated? no (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: Chelsea Boyd

Signature: Chelsea Boyd

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 [Signature]