



# Livingston County Emergency Management

1911 Tooley Rd  
Howell, Michigan 48843  
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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 ELEM / BRIGHTON AREA SCHOOLS

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

*Evacuation  
drill*

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: 10/14/21    Time of Drill: 9:15 am    Number of Participants: 1600

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 5:23

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)