



**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 ELEM / BRIGHTON AREA SCHOOLS

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

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

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

Date of Drill: 9/28/21 Time of Drill: 3:15 pm Number of Participants: 600

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

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 \_\_\_\_\_

OR

Fire Department [Handwritten Signature]

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