



Livingston County
Emergency Management

1911 Tooley Rd
Howell, Michigan 48843
Telephone: 517.540.7926
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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 / BRIGITON AREA SCHOOLS

Drill Type & Number: Fire ___ of 5 Tornado ___ of 2 (circle one) Lock Down / Shelter in Place 1 of 3
(Mock Severe weather)

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: 11/18/2021 Time of Drill: 10:30 am Number of Participants: 600

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 13 min to check each location

Observations / Remarks: _____

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

Name & Title of School Personnel Conducting Drill: William Ranner, 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