



# Livingston County Emergency Management

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

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 \_\_\_\_\_

School & District: Brighton Area Schools - Miller

Drill Type & Number: Fire \_\_\_ of 5    Tornado 2 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: 3/24/22    Time of Drill: 3:10pm    Number of Participants: 159 kids + 45 staff

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 0

Observations / Remarks: Staff in senior center did not participate. No seniors were in attendance.

Does any information in the KNOX BOX need to be updated? 0 (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: Janice Ramirez - Director of Totspot

Signature: Janice Ramy

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 \_\_\_\_\_

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

## School Drill Observation Form

Problems Encountered (Check all that apply)	
<p><i>P.A. Announcement</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Congestion in hallways</li> <li><input checked="" type="checkbox"/> Alarm not heard (<i>senior side/classrooms</i>)</li> <li><input type="checkbox"/> Students unsure of proper procedures</li> <li><input checked="" type="checkbox"/> Staff unsure of proper procedures (<i>new cafeteria teacher</i>)</li> <li><input type="checkbox"/> Use of personal technologies by students</li> <li><input type="checkbox"/> Use of personal technologies by staff</li> <li><input type="checkbox"/> Unable to lock doors</li> <li><input type="checkbox"/> Windows not covered</li> <li><input type="checkbox"/> Windows left open</li> <li><input type="checkbox"/> Doors left open</li> <li><input type="checkbox"/> Difficulties with evacuation of students or staff with disabilities</li> <li><input type="checkbox"/> Staff and adults unaccounted for</li> <li><input checked="" type="checkbox"/> Staff not serious about drill (<i>senior staff-2</i>)</li> <li><input type="checkbox"/> Students unaccounted for</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Radio communication problems</li> <li><input type="checkbox"/> Network/computer problems</li> <li><input type="checkbox"/> Weather-related problems</li> <li><input checked="" type="checkbox"/> Noise impedes communications</li> <li><input type="checkbox"/> Students not out of sight (safety/security drill)</li> <li><input type="checkbox"/> Long time to evacuate building</li> <li><input type="checkbox"/> Students not serious about drill</li> <li><input type="checkbox"/> Frightened students (safety/security drill)</li> <li><input type="checkbox"/> Improper or unavailable supplies</li> <li><input type="checkbox"/> Confusion</li> <li><input type="checkbox"/> Doors or exits blocked</li> <li><input type="checkbox"/> Transportation issues</li> <li><input type="checkbox"/> Interagency communication issues</li> <li><input type="checkbox"/> Incident command problems</li> <li><input type="checkbox"/> Other: _____</li> </ul>

Weather Conditions	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear</li> <li><input checked="" type="checkbox"/> Cloudy</li> <li><input type="checkbox"/> Raining</li> <li><input type="checkbox"/> Rain and wind</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Windy</li> <li><input type="checkbox"/> Snow/sleet</li> <li><input type="checkbox"/> Hot (above 80 degrees)</li> <li><input type="checkbox"/> Cold (40 to 10 degrees)</li> </ul>

Plans for Improvement	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional staff training</li> <li><input type="checkbox"/> Additional student training</li> <li><input type="checkbox"/> Address need for additional equipment</li> <li><input type="checkbox"/> Improved emergency supplies</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperative planning with responders</li> <li><input type="checkbox"/> Revised emergency procedures</li> <li><input checked="" type="checkbox"/> Improved communication</li> <li><input type="checkbox"/> Other: _____</li> </ul>

Additional Comments
<p><i>Already discussed procedures with new Head Start teacher.</i></p>

## School Drill Documentation Form

Type of Drill	Number/Schedule
<i>Fire</i>	Five – Three drills must be completed by December 1
<i>Tornado</i>	Two – One drill must be completed in March
<i>Safety/Security</i>	Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>

*Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.*

School: Miller Intergenerational

Principal: Janice Ramirez

Date of drill: 3/24/22 Number of students: 159 Number of staff: 45

Time initiated: 3:10 pm (a.m./p.m.) Time concluded: 3:25 pm (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input checked="" type="checkbox"/> Other: <u>end of nap</u>

Remarks: \_\_\_\_\_

This report is for:  
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2021/2022 school year

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Janice Ramirez

Title of person conducting drill: Director of Tot Spot

Signature or person conducting drill: Janice Ramirz Date: 3/24/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Must post on the school's website within 30 days after completing the drill.  
 The form must be maintained on the school website for at least three years.**