



# 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: Miller - Brighton Area Schools

Drill Type & Number: Fire 1 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: 8/26/22    Time of Drill: 9:30am    Number of Participants: 105 kids + adults

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 1min 45 sec

Observations / Remarks: Gave staff scenario -> to pull alarm. Room to-blocked light for alarm - tell classrooms to make sure theirs are not blocked.

Does any information in the KNOX BOX need to be updated? Marty is updating - info from 2017 (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: Janice Ramirez (Director)

Signature: Janice Ramirez

The drill was conducted in coordination with:  
Emergency Manager (Required for Lock Down & Shelter in Place drills per P.A. 337 of 2006)  
[Signature]

AND  
Law Enforcement Agency \_\_\_\_\_

OR  
Fire Department [Signature]

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