



Livingston County Emergency Management

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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 Jennifer Mykols

School & District: Hawkins Elementary

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 ___

During: Class Time ___ Class Change ___ Recess ___ Lunch ___ Other ___ Summer School

Date of Drill: _____ Time of Drill: _____ Number of Participants: _____

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

Observations / Remarks: Some unlocked doors, a few students walking in the hall.

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

Name & Title of School Personnel Conducting Drill: Chris McAuliffe - Principal

Signature: [Signature]

The drill was conducted in coordination with: X Deputy William Schuster

Emergency Manager (Required for Lock Down & Shelter in Place drills per P.A. 337 of 2006)

AND

Law Enforcement Agency Livingston Co Sheriff

OR

Fire Department _____

e-mail this report to Livingston County Emergency Management: thcremonte@livgov.com