



Livingston County  
Emergency Management

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

Shelter In Place  
2 of 3

2/1/22

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 Mykalis

School & District: Hawkins Elementary - 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 \_\_\_

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

Date of Drill: 1/12/22 Time of Drill: 9:30 am Number of Participants: 450

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: Chris McAuliffe - Principal

Signature: [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 \_\_\_\_\_

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