



**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 Chelsea Boyd

School & District: Spencer Elementary - Brighton Area Schools

Drill Type & Number: Fire 4 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: 3/7/24 Time of Drill: 12:00pm Number of Participants: 600

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 10 min.

Observations / Remarks: \_\_\_\_\_

Does any information in the KNOX BOX need to be updated? No (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: Chelsea Boyd - Principal

Signature: Chelsea Boyd

The drill was conducted in coordination with:

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

Alan Batin Head Custodian

AND

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

OR

Fire Department \_\_\_\_\_