



Livingston County Emergency Management

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Howell, Michigan 48843
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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 ___ of 5 Tornado 1 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: 3/20/24 Time of Drill: 1:00pm Number of Participants: 600

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

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)

AND

Law Enforcement Agency _____

OR

Fire Department _____

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