



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 Lisa Clark

School & District: Spencer Elementary / BAS

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: 3-7-2023 Time of Drill: 11:00 am Number of Participants: 600

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

Observations / Remarks: _____

Does any information in the KNOX BOX need to be updated? _____ (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: Danielle Schmitt

Signature: Danielle Schmitt

The drill was conducted in coordination with:

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

Mary Jo

AND

Law Enforcement Agency _____

OR

Fire Department Justin West

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