



# Livingston County Emergency Management

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

Jeffrey R. Boyd, Coordinator

Therese Cremona, Emergency Manager

## SCHOOL EMERGENCY PREPAREDNESS DRILL REQUIRED DOCUMENTATION

Person notifying local fire, police, OR Central Dispatch (517-546-9111) Prior to drill

School & District: Saranac Middle School - BAS

Drill Type & Number: Fire \_\_\_ of 5 Tornado \_\_\_ of 2 (circle one) Lock Down / Shelter in Place 1 of 4

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: 10/23/24 Time of Drill: 1407hrs Number of Participants: 979

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 7 minutes to check building.

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

Does any information in the KNOX BOX need to be updated? NO

Name & Title of School Personnel Conducting Drill: Cad. Rudolf, Principal

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 #1304 LASO

OR

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

e-mail this report to Livingston County Emergency Management: [thcremona@livgov.com](mailto:thcremona@livgov.com)



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Emergency Management**

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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 \_\_\_\_\_

School & District: Brighton Area Schools - Miller

Drill Type & Number: Fire 3 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: 10/22/24 Time of Drill: 11am Number of Participants: 310 Kids + 100+ adults

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 1 minute 33 seconds

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

Does any information in the KNOX BOX need to be updated? 0 (update at beginning & mid-year)

Name & Title of School Personnel Conducting Drill: Janice Ramirez - Director of Tot Spot

Signature: Janice Ramirez

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 [Signature]

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