



# Livingston County Emergency Management

1911 Tooley Rd  
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 16 Sept 24

School & District: Spencer Elementary

Drill Type & Number: Fire 1 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: 9/16/24    Time of Drill: 10:35    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: 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 304 LCSD

OR

Fire Department    

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