



Livingston County

Emergency Management

1911 Tooley Rd
Howell, Michigan 48843
Telephone: 517.540.7926
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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 2 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: 10/2/24 Time of Drill: 3:03pm Number of Participants: 600

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

Observations / Remarks: Principal badge didn't work on door access inside.

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
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