



Livingston County Emergency Management

1911 Tooley Rd
Howell, Michigan 48843
Telephone: 517.540.7926

Therese Cremonte, E. M. Director

Kristi Wahoski, Asst. Emergency Manager

SCHOOL EMERGENCY PREPAREDNESS DRILL REQUIRED DOCUMENTATION

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

School & District: Hornung Elementary, Brighton Area Schools

Drill Type & Number: Fire 5 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: 5-23-24 Time of Drill: 11:20 am Number of Participants: 635 approx

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 4 min / 1 sec

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: J. Yates

Signature: [Signature]

The drill was conducted in coordination with:

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

[Signature]

AND

Law Enforcement Agency _____

OR

Fire Department [Signature] WISBY

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



**FIRE AND TORNADO DRILLS AS REQUIRED IN
THE FIRE PREVENTION ACT, ACT 207, P.A. 1941, AS AMENDED**

Sec. 19. The chief administrative officer and the teachers of all schools, including state supported schools, colleges, and universities and the owner or owner's representative, of all school dormitories shall have a fire drill each month and keep all doors and exits unlocked during school hours, and when the school is open to the public. Each teacher in a school, including a state supported school, college, or university and the owner or owner's representative of a dormitory shall comply with these requirements and keep a record of the drills. A minimum of eight drills is required each school year. If weather conditions will not permit fire drills to be held at least once a month, then at least five fire drills shall be held in the fall of each year and three fire drills shall be held during the remaining part of the school year. A minimum of two tornado safety drills is required for each school year at schools and facilities described above. These drills shall be conducted for the purpose of preventing fire and related hazards and injuries caused by severe weather. The Director of BFS or the chief of the fire department or a fire fighter in uniform acting under orders and directions of the fire chief, may cause fire drills to be held in school houses, school dormitories, and other public buildings as the BFS considers advisable. The BFS may order the installation of other protective apparatus or equipment as shall conform to recognized and approved modern practices. Violation of this law is a misdemeanor, punishable by up to 90 days in jail and/or maximum of \$100.00 fine.

Note: All drills should be performed with coordination of the Director of Operations. This log form should be sent to the Director of Operations at the end of the school year.

Brighton Area Schools

Hornung Elementary				Facility
Record of Drills Held 20 <u>23</u> - 20 <u>24</u>				
Fire Drill				
Drill No.	Date	Evacuation Time	Conducted By	Principal Signature
1*	9-25-23	approx 4min.	J. Yates	<i>Charles Yates</i>
2	11-9-23	4min 20sec	J. Yates	<i>Charles Yates</i>
3	4-19-24	4min 10sec	J. Yates	<i>Charles Yates</i>
4	4-22-24	approx 4min	J. Yates	<i>Charles Yates</i>
5	5-23-24	4min 11sec	J. Yates	<i>Charles Yates</i>
6				
7				
8				
9				
10				
Tornado Drill				
1	9-14-23		J. Yates	<i>Charles Yates</i>
2	3-20-24		J. Yates	<i>Charles Yates</i>
X				
Lock Down Drill (Shelter)				
1	9-20-23	Lock down	J. Yates	<i>Charles Yates</i>
2	12/14/2023	Shelter Plan	J. Yates	<i>Charles Yates</i>
3	2-8-24	Lock Down	J. Yates	<i>Charles Yates</i>
	9-28-23	Evacuation Drill	J. Yates	<i>Charles Yates</i>

2/8/24
J. Yates
Charles Yates