



# 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 \_\_\_\_\_

School & District: Hornung Elementary Brighton Area Schools

Drill Type & Number: Fire \_\_\_ of 5 Tornado \_\_\_ of 2 (circle one) Lock Down / Shelter in Place 2 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: 12/14/23 Time of Drill: 10:15 Am Number of Participants: \_\_\_\_\_

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

Observations / Remarks: Shelter in Place (Cardiac Response)

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

Name & Title of School Personnel Conducting Drill: Jack Letus

Signature: Jack Letus

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 Mumukshu Kumar

OR

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

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