



# Livingston County Emergency Management

1911 Tooley Rd  
Howell, Michigan 48843  
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Jeffrey R. Boyd, Coordinator

Therese Cremonte, Emergency Manager

## SCHOOL EMERGENCY PREPAREDNESS DRILL REQUIRED DOCUMENTATION

Person notifying local fire, police, OR Central Dispatch (517-546-9111) *Prior* to drill Renee Hornby via drill schedule

School & District: St. Joseph Catholic School

Drill Type & Number: Fire 4 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    x Class Change        Recess        Lunch        Other        Summer School

Date of Drill: 3-24-2021    Time of Drill: 9:03am    Number of Participants: 52

Exact Time Span Needed to Evaluate, Lock Down or Safe Mode: 53 seconds

Observations / Remarks: preschool drop off time

Does any information in the KNOX BOX need to be updated? yes

Name & Title of School Personnel Conducting Drill: Renee Hornby Principal    Signature: RH

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 \_\_\_\_\_

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