

## School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>• One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li> <li>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>• Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>
Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 10/03/2022 Number of students: 155 Number of staff: 63

Time initiated: 11:00:00 (a.m./p.m.) Time concluded: 11:01:42 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)				
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess	
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:	

Remarks: \_\_\_\_\_

This report is for:  
 (circle number next to applicable drill)

Fire drill number **1** **2** **3** **4** **5** for the 2022/2023 school year

Tornado drill number **1** **2** for the 2022/2023 school year

Safety/Security drill number **1** **2** **3** for the 2022/2023 school year

Name of person conducting drill: Danny Laethem

Title of person conducting drill: Technology and School Safety Coordinator

Signature or person conducting drill:  Date: 10/3/2022

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: Fire Department Name: Carly Title: Dispatcher

Agency: SERESA Name: notified by alarm company Title: \_\_\_\_\_

*Must post on the school's website within 30 days after completing the drill.  
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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 10/11/2022 Number of students: 161 Number of staff: 43

Time initiated: 9:45 :00 am (a.m./p.m.) Time concluded: 9:47:20 am (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Two classrooms were outside but heard announcement and came inside.

This report is for:  
 (circle number next to applicable drill)

Fire drill number **(1)(2)(3)(4)(5)** for the 2022/2023 school year

Tornado drill number **(1)(2)** for the 2022/2023 school year

Safety/Security drill number **(1)(2)(3)** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/11/20

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Eastpointe Early Learning Center ▼

Principal: Valerie Jens

Date of drill: 10/27/2022 Number of students: 173 Number of staff: 45

Time initiated: 9:30:00 (a.m./p.m.) Time concluded: 9:32:04 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: 7 classrooms doors were left open

This report is for: \_\_\_\_\_ Fire drill number **①②③④⑤** for the 2022/2023 school year  
(circle number next to applicable drill)

\_\_\_\_\_ Tornado drill number **①②** for the 2022/2023 school year

\_\_\_\_\_ Safety/Security drill number **①②③** for the 2022/2023 school year

Name of person conducting drill: Danny Laethem

Title of person conducting drill: School Safety Coordinator

Signature or person conducting drill:  Date: 10-27-2022

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: SEXESA Name: Monica Title: Dispatch

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 11/03/2022 Number of students: 172 Number of staff: 43

Time initiated: 10:30:00 (a.m./p.m.) Time concluded: 10:31:42 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: three classrooms were outside.

This report is for: (circle number next to applicable drill)

Fire drill number **①②③④⑤** for the 2022/2023 school year

Tornado drill number **①②** for the 2022/2023 school year

Safety/Security drill number **①②③** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 11/3/20

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 11/20/2022 Number of students: 70 Number of staff: 45

Time initiated: 11:00:00 (a.m./p.m.) Time concluded: 11:02:40 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Had eight classrooms out of the building on a field trip. CPI Training in Conference Room.

This report is for:  
 (circle number next to applicable drill)

Fire drill number **①②③④⑤** for the 2022/2023 school year

Tornado drill number **①②** for the 2022/2023 school year

Safety/Security drill number **①②③** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/20/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 11/30/2022 Number of students: 161 Number of staff: 43

Time initiated: 10:19:00 (a.m./p.m.) Time concluded: 10:21:13 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: 2 Classroom doors left open  
Door # 4 Left open

This report is for:  
 (circle number next to applicable drill)

Fire drill number **(1)(2)(3)(4)(5)** for the 2022/2023 school year

Tornado drill number **(1)(2)** for the 2022/2023 school year

Safety/Security drill number **(1)(2)(3)** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill: Valerie Jens Date: 11/30/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: Katherine Title: Dispatcher

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 01/18/2023 Number of students: 145 Number of staff: 42

Time initiated: 11:18:00 (a.m./p.m.) Time concluded: 11:20:20 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: External lockdown drill. One student locked in principal office with adult. ECSE staff was coming in from outside dismissal, two classrooms outside for recess and ran in.

This report is for:  
 (circle number next to applicable drill)

Fire drill number **①②③④⑤** for the 2022/2023 school year

Tornado drill number **①②** for the 2022/2023 school year

Safety/Security drill number **①②③** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill: *Valerie Jens* Date: 1/18/23

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 02/21/2023 Number of students: 120 Number of staff: 36

Time initiated: 8:45:00 (a.m./p.m.) Time concluded: 8:47:15 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: 1 teacher in hall did not hear drill, 1 class in hall to go outside did not hear drill, no Head Start staff or students (on break), 2 classrooms in gym, all hid in stairwell of stage.

This report is for:  
 (circle number next to applicable drill)

Fire drill number **(1)(2)(3)(4)(5)** for the 2022/2023 school year

Tornado drill number **(1)(2)** for the 2022/2023 school year

Safety/Security drill number **(1)(2)(3)** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill: *Valerie Jens* Date: 2/21/23

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Eastpointe Early Learning Center ▼

Principal: Valerie Jens

Date of drill: 03/16/2023 Number of students: 60 Number of staff: 58

Time initiated: 9:15:00 (a.m./p.m.) Time concluded: 9:17:20 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input checked="" type="checkbox"/> Other:

Remarks: Performance Management was being held in Hobbs Nob, GSRP and 3 PreK were holding parent-teacher conferences. Only ECSE and Head Start were in session with students.

This report is for:  
 (circle number next to applicable drill)

Fire drill number ~~1~~ **2** **3** **4** **5** for the 2022/2023 school year  
 Tornado drill number **1** **2** for the 2022/2023 school year  
 Safety/Security drill number **1** **2** **3** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill: *Valerie Jens* Date: 3/16/23

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Type of Drill	Number/Schedule
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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Eastpointe Early Learning Center

Principal: Valerie Jens

Date of drill: 04/19/2023 Number of students: 181 Number of staff: 42

Time initiated: 10:45:00 am (a.m./p.m.) Time concluded: 10:4 7:17am (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: 10 classrooms doors left open, an outside door left open, two classrooms outside

This report is for:  
 (circle number next to applicable drill)

Fire drill number **①②③④⑤** for the 2022/2023 school year

Tornado drill number **①②** for the 2022/2023 school year

Safety/Security drill number **①②③** for the 2022/2023 school year

Name of person conducting drill: Valerie Jens

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 4/19/23

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: Caitlin Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Eastpointe Early Learning Center ☐

Principal: Valeire Jens

Date of drill: 05/15/2023 Number of students: 156 Number of staff: 43

Time initiated: 9:00:00 (a.m./p.m.) Time concluded: 9:02:07 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Good drill, one door left open

This report is for:  
(circle number next to applicable drill)

Fire drill number **①②③④⑤** for the 2022/2023 school year

Tornado drill number **①②** for the 2022/2023 school year

Safety/Security drill number **①②③** for the 2022/2023 school year

Name of person conducting drill: Va brie Jens

Title of person conducting drill: Principal

Signature or person conducting drill: *Valeire Jens* Date: 5/15/20

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Macomb County OEM Name: Catherine Title: Dispatcher

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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