

## School Drill Documentation

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: UPA Middle School Principal: Jamila Whitaker

Date of drill: 9/24/24 Number of students: 351 Number of Staff: 42

Time initiated: 10:15  a.m.  p.m. Time concluded 10:45  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: There was a strong smell of gas in the school building, prompting an evacuation. Students and staff exited the building in an orderly manner. DTE conducted a thorough examination and gave the all-clear for everyone to return safely.

This report is for: (check box next to applicable drill)

Fire drill number  1  2  3  4  5 for the \_\_\_\_\_ school year

Tornado drill number  1  2 for the \_\_\_\_\_ school year

Safety/Security drill number  1  2  3 for the 24/25 school year

Name of person conducting drill: Jacqueline Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill:  Date: 9/24/24

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: DTE Name: \_\_\_\_\_ Title: Emergency Service

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

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ 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: UPA Middle Principal: Jamila Whitaker  
 Date of drill: 10/3/24 Number of students: 344 Number of Staff: 42  
 Time initiated: 2:23  a.m.  p.m. Time concluded 2:30  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: \_\_\_\_\_ Fire drill number  1  2  3  4  5 for the \_\_\_\_\_ school year  
 (check box next to applicable drill) Tornado drill number  1  2 for the \_\_\_\_\_ school year  
 Safety/Security drill number  1  2  3 for the \_\_\_\_\_ school year

Name of person conducting drill: Jacqueline Smith  
 Title of person conducting drill: School Operations Manager  
 Signature or person conducting drill: Jacqueline Smith Date: \_\_\_\_\_

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: \_\_\_\_\_ 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: UPA Middle School Principal: Jamila Whitaker

Date of drill: 10/9/2024 Number of students: 370 Number of Staff: 42

Time initiated: 10:25  a.m.  p.m. Time concluded 10:28  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: Staff and students moved quickly and in order. Everyone exited the building and was in their designated areas within 2-3 minutes.

This report is for: (check box next to applicable drill) Fire drill number  1  2  3  4  5 for the \_\_\_\_\_ school year  
Tornado drill number  1  2 for the \_\_\_\_\_ school year  
Safety/Security drill number  1  2  3 for the \_\_\_\_\_ school year

Name of person conducting drill: Jacqueline Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: Jacqueline Smith Date: 10/9/24

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: \_\_\_\_\_ 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: **UPA Middle School** Principal: **Jamila Whitaker**

Date of drill: **11/01/2024** Number of students : **313** Number of Staff: **37**

Time initiated: **11:43 a.m** p.m. Time concluded: **11:50 a.m** p.m.

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

Remarks: A lockdown was conducted during the 7th grade lunch period. Students were moved out of sight, lights were turned off and doors were closed and locked.

This report is for: Fire drill number **1 2 3 4 5** for the school year

(check box next to applicable drill)

Tornado drill number **1 1 2** for the school year

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

Name of person conducting drill: **Jacqueline Smith**

Title of person conducting drill: **School Operations Manager**

Signature or person conducting drill: *Jacqueline Smith* Date: **11/1/24**

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: Name: Title: Agency: Name: Title:

Agency: Name: 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: **UPA Middle School** Principal: **Jamila Whitaker**

Date of drill: **11/25/2024** Number of students : **327** Number of Staff: **34**

Time initiated: **10:00 a.m** p.m. Time concluded: **10:08 a.m** p.m.

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

Remarks: Everyone exited the building calmly and in an orderly manner, proceeding to the designated area at a safe distance from the building.

This report is for: **Fire drill number 1 2 3 4 5** for the school year 24-25

(check box next to applicable drill)

Tornado drill number **1 1 2** for the school year 24-25

Safety/Security drill number **1 2 3** for the school year 24-25

Name of person conducting drill: **Jacqueline R. Smith**

Title of person conducting drill: **School Operations Manager**

Signature or person conducting drill: *Jacqueline R. Smith* Date: **11/25/24**

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: 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: UPA Middle School Principal: Jamila Whitaker

Date of drill: 2/5/25 Number of students: 361 Number of Staff: 37

Time initiated: 1:40 a.m. p.m. Time concluded 2:10 a.m. p.m.

Situation at Start of the Drill (Check the appropriate box)			
Before school	During class time	Passing time	Recess
Lunch time	Assembly	After school	Other:

Remarks: Students and staff quickly reported to the designated areas, however, many were not in the proper position and required redirecting. The process was quickly addressed and all students were in their protected positions.

This report is for: Fire drill number **1 2 3 4 5** for the school year

(check box next to applicable drill) Tornado drill number **1 1 2** for the school year 24/25

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

Name of person conducting drill: Jacqueline Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: *Jacqueline Smith* Date: 2/5/25

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: Name: Title: Agency: Name: Title:

Agency: Name: 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: UPA Middle Principal: Jamila Whitaker  
 Date of drill: 3/20/25 Number of students: 370 Number of Staff: 41  
 Time initiated: 10:35  a.m.  p.m. Time concluded 10:50  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: Students and staff moved to the lower level calmly and efficiently.

This report is for: Fire drill number  1  2  3  4  5 for the \_\_\_\_\_ school year  
 (check box next to applicable drill) Tornado drill number  1  2 for the \_\_\_\_\_ school year  
 Safety/Security drill number  1  2  3 for the \_\_\_\_\_ school year

Name of person conducting drill: Jacqueline Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: Jacqueline Smith Date: 3/20/25

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: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_  
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School: **UPA Middle School** Principal: **Jamila Whitaker**

Date of drill: **4/10/25** Number of students: **324** Number of Staff: **38**

Time initiated: **11:15 a.m.** Time concluded: **2:20 p.m.**

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

Remarks: Staff and students calmly remained in their classrooms until the lockdown was lifted. Sixth grade staff and students calmly remained in the lunchroom.

This report is for: Fire drill number **1 2 3 4 5** for the school year

(check box next to applicable drill) Tornado drill number **1 1 2** for the school year 24/25

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

Name of person conducting drill: **Jacqueline Smith**

Title of person conducting drill: **School Operations Manager**

Signature of person conducting drill: *Jacqueline Smith* Date: 4/10/25

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: **Detroit Police Department** Name: **Latoya Peacock** Title: **Officer of Special Operations**

Agency: Name: Title:

Agency: Name: Title:

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