



**School Emergency Drills
Documentation Form
School Year 2025-2026**

Type of Drill

- ☒ Fire Drill 1 of 5
☐ Tornado Drill _____ of 2
☐ Enhanced Lock Down Drill _____ of 3

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 22 September 2025

Time drill was held: 9:25 am

Total Participants: 202

Remarks: Grades PK-8 Early School & Main School

Name of person conducting drill: Cindi Willoughby

Title of person conducting drill: Director of Emergency Operations

Signature of person conducting drill: on file



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Type of Drill

- ☐ Fire Drill 2 of 5
☐ Tornado Drill _____ of 2
☐ Enhanced Lock Down Drill _____ of 3

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 10 October 2025

Time drill was held: 10:10 AM

Total Participants: 200

Remarks: ES & Main School PK-8

Name of person conducting drill: Cyndi Wilboughby

Title of person conducting drill: Director of Finance & Operations

Signature of person conducting drill: [Signature]



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- ☒ Fire Drill 3 of 5
☐ Tornado Drill _____ of 2
☐ Enhanced Lock Down Drill _____ of 3

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 12 November 2025

Time drill was held: 10:25 am

Total Participants: 203

Remarks: Early School & Morning School PK-8

Name of person conducting drill: Janet Willoughby

Title of person conducting drill: Director of Finance & Operations

Signature of person conducting drill: [Signature]



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Time of Drill

- ☐ Standard
☒ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 2/19/2026

Time drill was held: 1:03 PM

Total Participants: 183

Remarks: ES & MS PK-8

Name of person conducting drill: Cyndi Willoughby

Title of person conducting drill: Director of Emergency Preparedness

Signature of person conducting drill: [Signature]



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Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 13 April 2026

Time drill was held: 1:00 PM

Total Participants: 192

Remarks: ES & MS PK-3

Name of person conducting drill: Lyndi Alloughby

Title of person conducting drill: Director of Finance & Operations

Signature of person conducting drill: [Signature]



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Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 26 September 2025

Time drill was held: 9:00 AM

Total Participants: 212

Remarks: PK-8 Early Start & Stand Still

Name of person conducting drill: Cyndi Wilkushby

Title of person conducting drill: Director of Finance & Operations

Signature of person conducting drill: [Signature]



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☐ Enhanced Lock Down Drill ____ of 3

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 5 March 2026

Time drill was held: 10:25 pm.

Total Participants: 211

Remarks: ES & Main School

Name of person conducting drill: Cyndi W. Houghby

Title of person conducting drill: Spectator & Finance & Operations

Signature of person conducting drill: [Signature]



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Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 20 October 2025

Time drill was held: 10:40 am

Total Participants: 209

Remarks: ES 1 Main School

Name of person conducting drill: Thomas W. Adams

Title of person conducting drill: Head of School

Signature of person conducting drill: [Signature]



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☒ Enhanced Lock Down Drill 2 of 3

Time of Drill

- ☐ Standard
☒ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: The Grosse Pointe Academy

Date of Drill: 19 November 2025

Time drill was held: 9:20 am

Total Participants: 213

Remarks: ES of Main School

Name of person conducting drill: Thomas W. Adams

Title of person conducting drill: Head of School

Signature of person conducting drill: 