

Security Drill Record Form 2014 – 2015

School District: Union Township
 School Name: Burnet Middle School
 Contact Name: Vincent B. Rettino

Month	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015
Date/Time	9/17/2014 9:47 am	10/21/2014 9:07 am	11/17/2014 10:10 am	12/8/2014 9:30 AM	1/14/2015 10:35 AM	2/9/2015 9:31 AM	3/17/2015 3:23 PM			
Type of Drill	Active Shooter Lockdown	Total building evacuation	Silent Bomb threat	Table Top Review of Lockdown Procedures	Lockdown	9-1-1 notification	Lockdown Shelter in Place			
Duration of Drill	9:47- 9:52	9:07-9:13 to clear site Back in class by 9:35	10:10-10:16 UPD notified Building was swept and cleared	10-10:40 AM	10:35-10:40	9:31- 9:36	3:23- 3:28			
Weather Conditions	Sunny clear 60s	60 sunny and cool	Raining 40s	N/A	15 and sunny	Icy and rainy	60 and sunny			
Participants of Drill	All students and staff	All students and staff	All students and staff	Ardito, Principal, Vice Principals, Solla(security) Frazier (staff)	All Students and staff Mr. Ardito was here	911, BOE and entire building	Afterschool program participants Special Services			
Brief Description of What Was Drilled	Active shooter drill was called; rooms & students secured Ardito present	Building evacuation was called to leave the building and grounds; proceeded to UHS	UPD was called and the building was swept room by room and cleared. No radios/cells	The above participants reviewed all procedures and scenarios. Many discussions held.	Mr. Ardito told a secretary to announce we are going into a lockdown.	Radio, phones & PA system were tested to reach 911 All clear, café kitchen muffled told custodian	A shelter in place was called and was successful			

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

April 15, 2015

Time of day the drill was conducted:

9:00am

School Name:

Battle Hill Elementary School

Location of the Emergency Evacuation Drill:

Parking lot in front of

school

Route Number(s):

Whole school (6 buses + 1 Handicap bus)

Name of the school principal/person(s) overseeing the drill:

Michelle Warren,

Principal / Claire Moreira, Secretary

Other information relative to the emergency evacuation drill:

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REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: Thursday, April 16, 2015

Time of day the drill was conducted: 9:49-1030

School Name: Burnet Middle School

Location of the Emergency Evacuation Drill: BMS 1000 Caldwell Avenue, Union (field and Stone St)

Route Number(s): All students and staff

Name of the school principal/person(s) overseeing the drill: Mr. Vincent Rettino, Vice Principal

Other information relative to the emergency evacuation drill:

This is our second and final bus evacuation for all students, staff and faculty. It was successful. A special thanks to our transportation department. Burnet has also completed their outside bus company drills as required.