

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: 4/26/13

Time of day the drill was conducted: 9:00-10:00

School Name: UNION HIGH SCHOOL

Location of the Emergency Evacuation Drill: HIGH SCHOOL

PARKING LOT

Route Number(s): ALL

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

CZAPLINSKI, JR

Other information relative to the emergency evacuation drill:

DRILL WENT WELL, BUS DRIVER'S D.O

A. VERY GOOD JOB.

Security Drill Record Form

2012 – 2013

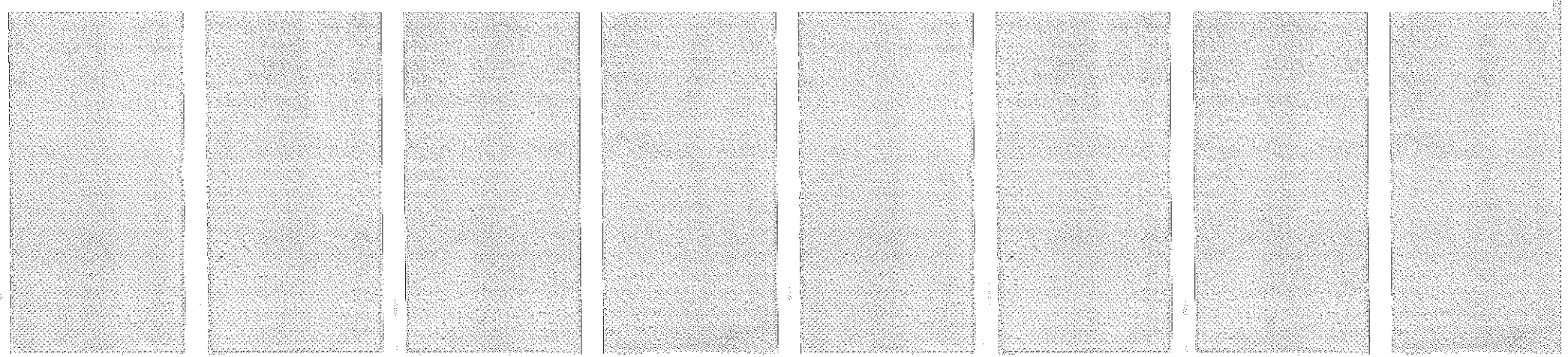
School District: Union Township

School Name: Burnet Middle School

Contact Name: Vincent B. Rettino

Month	September 2012	October 2012	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013
Date/Time	9/18/12 Tues. 2:10-2:16	10/10/12 Weds. 1:33- 1:48	11/26/12 Mon. 9:25-9:29 am	12/12/12 Weds. 2:17-2:31	1/10/2013 Thurs. 1:20-1:21	2/15/2013 Fri. 1:18-1:24	3/15/2013 Fri. 10:48- 10:54	4/26/13 Friday 9:57- 10:12	5/31/2013 Friday 8:30-9:30	
Type of Drill	Active Shooter Lockdown	Bomb threat evacuation	Disturbance in Bldg. shelter in place	Lockdown: Shelter in place	Test of our PA System	Lockdown: Active Shooter	Lockdown Shelter in place: intruder	Chemical Spill: shelter in place: moved to other areas	Table Top # 8 Snowy day & power goes out due to an accident	
Duration of Drill	6 minutes	8 minutes to clear the building 7 to re-enter	4 minutes to all clear	14 min until all clear	2 minutes	6 minutes All Clear	6 clear	15 minutes Complete to and from rooms		
Weather Conditions	Rainy/cloudy 70	Rain in A.M. 70 in afternoon Sunny	Sunny 35	Cold and sunny	40's sunny	40s Sunny	30's Cloudy	60 Sunny	Snowy, cold, and slippery	
Participants of Drill	All students and staff	All Students and staff Mr. Ardito Security supervisor observed	All Students and staff	All Students and staff Mr. Ardito Security supervisor was here	All students and staff- inside and outside of the school- all locations	All Students and Staff	All Students and Staff	All Students and Staff	Principal Vice Principal 3 Staff members	
Brief Description of What Was Drilled	Lockdown for an active shooter. Drill was successful	Evacuation for a bomb threat Drill was successful!	Disturbance in Bldg. shelter in place Drill was successful!	Lockdown: Shelter in place Drill was successful!	Test of our PA System Drill was successful! Any concerns were addressed by the custodial staff.	Lockdown: Active Shooter Drill was successful!	Lockdown Shelter in place: intruder Drill was successful!	Chemical Spill: shelter in place: moved to other Secure areas Drill was successful Windows addressed w/ maint.	Discussion held on movement of students, warmth, lunch and contact of parents. Good topic:successful	

One (1) Security Drill per month is to be completed in each building.



SCHOOL SECURITY DRILL NOTIFICATION

District: Township of Union

Month of: May 2013

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
<i>Battle Hill School</i>	<i>Shelter In Place Bomb Scare/Search</i>	<i>All</i>	<i>5-8-2013 1010 AM</i>
<i>Connecticut Farms School</i>	<i>Evacuation/Entire school to alter. site</i>	<i>All</i>	<i>5-28-13 10 AM Rain-5-30-13 10 AM</i>
<i>Washington School</i>	<i>Evacuation/Entire school to alter. site</i>	<i>All</i>	<i>5-24-13 930 AM Rain 5-30-13 930 AM</i>
<i>Hamilton School</i>	<i>Evacuation/Entire school to alter. site</i>	<i>All</i>	<i>5-22-13 9 AM Rain 5-23-13 9 AM</i>
<i>Franklin School</i>	<i>Evacuation/Entire school to alter. site</i>	<i>All</i>	<i>5-31-13 1000 AM</i>
<i>Livingston School</i>	<i>Evacuation/Entire school to alter. site</i>	<i>All</i>	<i>5-6-13 1030 AM Rain 5-29-13 10 AM</i>
<i>Hannah Caldwell School</i>	<i>Evacuation/Entire school to alter. site</i>	<i>All</i>	<i>5-31-13 930 AM</i>
<i>Burnet Middle School</i>	<i>Table Top Drill</i>	<i>Principal, VP's Three Staff members</i>	<i>5-31-13 9 30 AM</i>
<i>Kawameeh Middle School</i>	<i>Evacuation/Entire school to alter. site</i>	<i>All</i>	<i>5-22-13 930 AM</i>
<i>Union High School</i>	<i>Shelter In Place</i>	<i>All</i>	<i>5-30-13 825 AM</i>

SCHOOL SECURITY DRILL NOTIFICATION

DRILL TYPE:

- ACTIVE SHOOTER
- EVACUATION (non-fire)
- BOMB THREAT
- LOCKDOWN

OCCUPANTS:

STUDENTS/STAFF/FACULTY
STAFF and/or CRISIS TEAM MEMBERS

*PLEASE COMPLETE THIS FORM AFTER THE DRILL AND EMAIL TO ME AT nardito@twpunionschools.org

<i>SCHOOL NAME</i>	<i>DRILL TYPE</i>	<i>OCCUPANTS INVOLVED</i>	<i>DATE & TIME</i>

