

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					
Type of Drill	Active Shooter Lockdown	Total building evacuation	Silent Bomb threat	Table Top Review of Lockdown Procedures	Lockdown					
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					
Weather Conditions	Sunny clear 60s	60 sunny and cool	Raining 40s	N/A	15 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					
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.					