

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									
Type of Drill	Active Shooter Lockdown									
Duration of Drill	6 minutes									
Weather Conditions	Rainy/cloudy 70									
Participants of Drill	All students and staff									
Brief Description of What Was Drilled	Lockdown for an active shooter. Drill was successful									

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

SCHOOL SECURITY DRILL NOTIFICATION

District: Township of Union

Month of: September, 2012

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
<i>Union High School</i>	<i>Building Evacuation</i>	<i>Students/Faculty/Staff</i>	<i>9/25/2012 1:15 p.m.</i>
<i>Burnet Middle School</i>	<i>Lockdown-Active shooter</i>	<i>Students/Faculty/Staff</i>	<i>9/18/12 2:06 p.m.</i>
<i>Kawameeh Middle School</i>	<i>Lockdown – Active Shooter</i>	<i>Students/Faculty/Staff</i>	<i>9/21/12 10:30 a.m.</i>
<i>Battle Hill School</i>	<i>Shelter in place-Incident outside of building</i>	<i>Principal/Custodians/Students/Staff</i>	<i>9/28/12 10:39am</i>
<i>Connecticut Farms Elementary</i>	<i>Lockdown – Intruder in the Building</i>	<i>511 pupils & 70 staff</i>	<i>09/19/12 10:30 a.m.</i>
<i>Washington Elementary School</i>	<i>Chemical Spill</i>	<i>Students/Faculty/Staff</i>	<i>09/07 /12 10:30 am</i>
<i>Franklin Elementary</i>	<i>Lockdown (Active shooter)</i>	<i>Students/Faculty/Staff</i>	<i>09/26/12 10:00 a.m.</i>
<i>Hannah Caldwell School</i>	<i>Lockdown- Chemical Spill</i>	<i>Students/Faculty/Staff</i>	<i>9/28/12 10:29 a.m.</i>
<i>Livingston Elementary</i>	<i>Lockdown (Active shooter)</i>	<i>Students 465/Faculty/Staff</i>	<i>9-21-12 10:45 A.M.</i>
<i>Hamilton School</i>	<i>Bomb Threat</i>	<i>Students/Faculty/Staff</i>	<i>9/11/12 1:52 p.m.-1:56 p.m.</i>

DRILL TYPE:

OCCUPANTS:

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: Tuesday, October 2, 2012

Time of day the drill was conducted: 9:08-9:42

School Name: Burnet Middle School

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

Route Number(s): All students and staff