

# SCHOOL SECURITY DRILL NOTIFICATION

District: Township of Union

Month of: April, 2014

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Battle Hill School	Lockdown Intruder	Entire Building	April 10 1045
Connecticut Farms School	Evacuation Drill	Entire Building	April 23 1015 AM Rain Date- April 24 1015
Washington School	Evacuation Drill	Entire Building	April 24 Time-TBA
Livingston School	Evacuation Drill	Entire Building	April 23 1000 AM Rain date April 24 100 PM
Hannah Caldwell School	Lockdown Intruder	Entire Building	April 10 1015 AM
Jefferson School	Lockdown Intruder	Entire Building	April 10 930 AM
Franklin School	Lockdown Intruder	Entire Building	April 30 1000 AM
Kawameeh Middle School	Lockdown Intruder	Entire Building	April 23 1030 AM
Burnet Middle School	Lockdown Intruder	Entire Building	April 11 910 AM
Union High School	Lockdown/Intruder in Building	Entire Staff, students, administration, security team.	April 3 2 PM

DRILL TYPE:

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

OCCUPANTS:

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



# Security Drill Record Form

2013 - 2014

School District: Union Township

School Name: Burnet Middle School

Contact Name: Vincent B. Rettino

Month	September 2013	October 2013	November 2013	December 2013	January 2014	February 2014	March 2014	April 2014	May 2014	June 2014
Date/Time	Tuesday 9/24/2013 9:18-9:29	10/23/13 9:20-9:30	Thursday 11/14/13 3:33-3:38	Friday 12/6/2013 10:39-10:40	Friday 1/17/2014 9:09- 9:13	Thursday 2/20/2014 9:35-9:40	Wednesday 3/26/2014 1:30-2:10	Friday 4/11/2014 8:08-8:12		
Type of Drill	Evacuation to Berwyn St.	Lockdown Shelter in Place: Bomb	Lockdown After school	PA system Test inside and outside	Unannounced Active shooter lockdown	Shelter in place: bank robbery	Table Top #7 Delivery truck hit gas line	Lock down Active Shooter		
Duration of Drill	11 minutes 4:30 min to clear Bldg.	10 minutes	5 minutes to clear building	1 minute	4 minutes	5 minutes	40 minutes	4 minutes		
Weather Conditions	Sunny 60's	Cloudy 50's	50 cloudy	Raining 50	30s clear and sunny	45 clear and sunny	30s and sunny	Overcast 50s		
Participants of Drill	All students and staff	All students and staff	All students and staff in after school clubs and programs. Ardito here	All students and staff	All students and staff	All students and staff	Administration 1- Secretary 2- Secretary 3- Ardito	All students and staff		
Brief Description of What Was Drilled	Evacuation Discussion held about using both sides of street and sent memo to custodian about speakers	Floor by Floor notification bomb threat. Told we can use in-house phones. No cells/radios	Room by Room check to verify procedures were followed. Complete and successful	Had personnel posted inside and out to check on clarity of announcement Complete	Note was handed to main office secretary stating active shooter in the downstairs gym. Complete and successful	Bank robbery in town; shelter in place. We are addressing any new "key" issues	Delivery truck hit gas line and fumes going into school. Reviewed and discussed what we would do, clarified roles how we would improvise and adapt to make it work.	Ardito radioed the drill saying he rec. a call from UPD that teachers reported active shooter		

# UNION FIRE DEPARTMENT SCHOOL EMERGENCY DRILL REPORT

2013-2014

SCHOOL NAME: *Burnet Middle School*

Date	Day	Start Time	Completion Time	# of Pupils	# of Staff	Weather	Remarks	Signature
9/30/13	MON	8:30	8:33	1020	125	WARM		<i>U.S.B. Rev</i>
10/29/13	TUES	<del>8:06</del>	8:10	1037	125	COOL		<i>U.S.B. Rev</i>
11/19/13	TUES	10:28 <sup>00</sup>	10:32,30	1004	125	COOL		<i>U.S.B. Rev</i>
12/3/13	TUES	2:10 <sup>00</sup>	2:14 <sup>00</sup>	993	125	COOL		<i>U.S.B. Rev</i>
1/___/14	MON.	2:15 <sup>30</sup>	2:19	993	125	COOL		<i>U.S.B. Rev</i>
2/___/14	THURS	2:08 <sup>05</sup>	2:11 <sup>43</sup>	1013	125	COOL		<i>U.S.B. Rev</i>
3/11/14	TUE	2:07 <sup>55</sup>	2:11:00	997	125	COOL		<i>U.S.B. Rev</i>
4/___/14								
5/___/14								
6/___/14								
7/___/14								
8/___/14								

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

# 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: 4/25/14

Time of day the drill was conducted: 9:30 A.M.

School Name: Union High School

Location of the Emergency Evacuation Drill: North Third Street, Gruber Avenue, Cook Drive

Route Number(s): All routes

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

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: March 27, 2014

Time of day the drill was conducted: 9:30 am thru 10:00 am

School Name: Hannah Caldwell Elementary School

Location of the Emergency Evacuation Drill: Back driveway - outside the gym

Route Number(s): all students

Name of the school principal/person(s) overseeing the drill: Mr. Matt Puorro - P.E. Teacher

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: Wednesday, April 9, 2014

Time of day the drill was conducted: 9:02-9:50

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.

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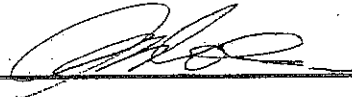
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## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: March 19, 2014

Time of day the drill was conducted: 9:15 - 10:35a.m.

School Name: Connecticut Farms School 

Location of the Emergency Evacuation Drill: Playground/Near Exit 3

Route Number(s): All Routes

Name of the school principal/person(s) overseeing the drill: Mrs. Annie Moses, Principal

Other information relative to the emergency evacuation drill:

Cloudy/Some Light Rain



# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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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:

3-21-2014

Time of day the drill was conducted:

9:30

School Name:

Jefferson School

Location of the Emergency Evacuation Drill:

front of building

Route Number(s):

1-12 and Special Ed -J-18

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

Kathryn DiGiovanni  
Laura Damato

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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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:

3/10/14

Time of day the drill was conducted:

AM

School Name:

Lakeview School

Location of the Emergency Evacuation Drill:

10 Oak Dr. Edison, NJ

08837

Route Number(s):

CS-590

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

Joanne Keating

Transportation Coordinator

Other information relative to the emergency evacuation drill:

Madison Coach

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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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:

3/7/14

Time of day the drill was conducted:

AM

School Name:

Lakeview School

Location of the Emergency Evacuation Drill:

10 Oak Dr. Edison, NJ

08837

Route Number(s):

CS-11

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

Joanne Keating

Transportation Coordinator

Other information relative to the emergency evacuation drill:

Jawa Invalid Coach

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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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:

3/7/14

Time of day the drill was conducted:

AM

School Name:

Lakeview School

Location of the Emergency Evacuation Drill:

10 Oak Dr. Edison, NJ  
08837

Route Number(s):

CS-189

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

Joanne Keating

Transportation Coordinator

Other information relative to the emergency evacuation drill:

Jawa Invalid Coach

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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:

3/7/14

Time of day the drill was conducted:

AM

School Name:

Lakewood School

Location of the Emergency Evacuation Drill:

10 Oak Dr. Edison, NJ

08837

Route Number(s):

CS-379

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

Joanne Keating

Transportation Coordinator

Other information relative to the emergency evacuation drill:

Golden Arrow Trans (GAT)

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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:

March 25, 2014

Time of day the drill was conducted:

9:00 - 10:00 AM

School Name:

Battle Hill Elementary School

Location of the Emergency Evacuation Drill:

Parking lot in front

Route Number(s):

Whole school - (6 buses) + 1 handicapped bus

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

Michelle Warren

Other information relative to the emergency evacuation drill:

Principal / Claire Morena, Secretary