

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	Tuesday 5/13/2014 1:30- 1:42	Thursday 6/12/2014 2:09- 2:15
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	Bomb threat: Shelter in Place	Lockdown: 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	12 minutes	6 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	Sunny and 80	Rainy and cool
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- Security 2- Secretary 3- Ardito	All students and staff	All students and staff	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 called reporting active shooter	Ardito radioed the drill saying he rec. a call about a bomb threat UPD was notified	Lockdown was called and building was secured Drill was successful

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-B. R</i>
10/29/13	TUES	8:06	8:10	1037	125	COOL		<i>U-B. R</i>
11/19/13	TUES	10:2800	10:32.30	1004	125	COOL		<i>U-B. R</i>
12/3/13	TUES	2:10 ⁰⁰	2:14 ⁰⁰	993	125	COOL		<i>U-B. R</i>
1/1/14	MON.	2:15 ³⁰	2:19	991	125	COOL		<i>U-B. R</i>
2/1/14	THURS	2:08 ²⁵	2:11 ⁴³	1013	125	COOL		<i>U-B. R</i>
3/11/14	TUE	2:07 ⁵⁵	2:11:02	997	125	COOL		<i>U-B. R</i>
4/13/14	THURS	10:13.00	10:17. ⁴²	1001	125	WARM		<i>U-B. R</i>
5/20/14	TUES	2:03 ³²	2:07 ³⁰	990	125	WARM		<i>U-B. R</i>
6/24/14	TUES.	11:02 ⁴⁰	11:06	985	125	WARM		<i>U-B. R</i>
7/1/14								
8/1/14								

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