

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: November 16, 2011

Time of day the drill was conducted: 9:15-11:05

School Name: Connecticut Farms School

Location of the Emergency Evacuation Drill: Upper Playground, Building Exit 4, near Wewanna Avenue

Route Number(s): All Routes

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

Other information relative to the emergency evacuation drill:

Security Drill Record Form

2011 – 2012

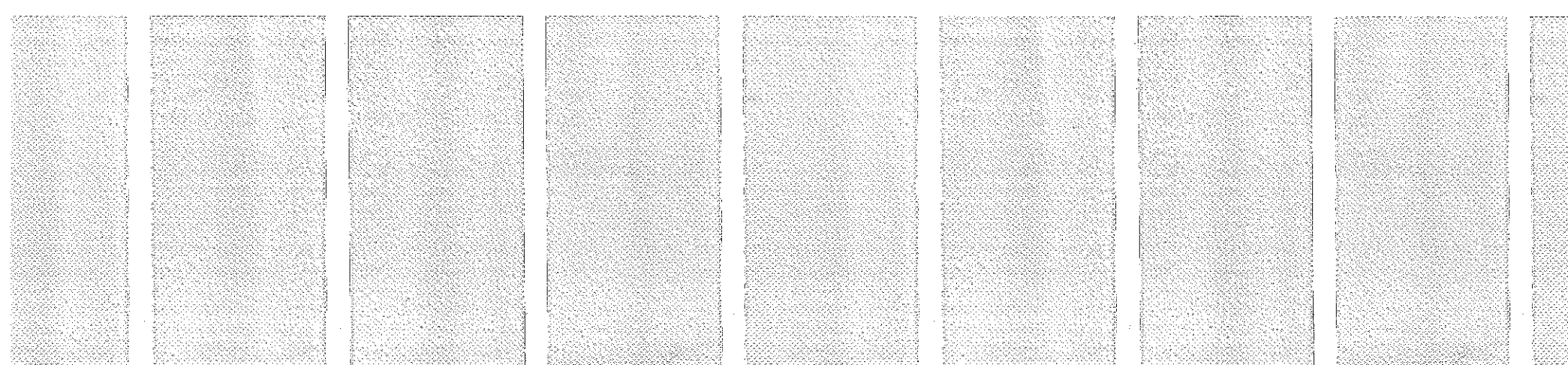
School District: Union Township

School Name: Burnet Middle School

Contact Name: Robert Baigas

Month	September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012
Date/Time	9/15/11 th. 9:20-9:28	1:28 PM Fri. 10/14/2011	11/23/11 weds. 9:10-9:25							
Type of Drill	Active Shooter Lockdown	Bomb Threat: Evac	Active Shooter Lockdown							
Duration of Drill	8 minutes	1:28- 1:50 PM 22 min.	9:10-9:25 15 min.							
Weather Conditions	Sunny 75	Overcast 60	Rainy 50s							
Participants of Drill	All students and staff	All students and staff	All staff and students Mr. Ardito was here							
Brief Description of What Was Drilled	Lockdown for an active shooter. Mr. Ardito- director of Security observed. Drill was successful	Bomb threat/ suspicious package Drill was successful Room by Room notification of evacuation followed by floor re-entry	Lockdown- for an active shooter Mr. Ardito director of Security observed. Drill was successful							

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



SCHOOL SECURITY DRILL NOTIFICATION

District: Township of Union Public Schools 39-5290

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
<i>Livingston Elementary</i>	<i>Evacuation/Bomb Threat</i>	<i>Principal/Custodians/Staff/Students 493</i>	<i>11/15/11 10:45 a.m.</i>
<i>Franklin Elementary School</i>	<i>Lockdown</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/22/11 2:22 p.m.</i>
<i>Hannah Caldwell School</i>	<i>Lockdown Active Shooter</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/29/11 10:35 a.m.</i>
<i>Washington Elementary School</i>	<i>Lockdown Active Shooter</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/28/11 10:00 a.m.</i>
<i>Hamilton School</i>	<i>Bomb Threat</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/29/11 12:55 p.m.</i>
<i>Union High School</i>	<i>Lockdown Shelter in Place</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/23/11 11:00 a.m.</i>
<i>Connecticut Farms Elementary</i>	<i>Lockdown</i>	<i>Principal/Custodians/Staff/Students 464</i>	<i>11/23/11 10:00 a.m.</i>
<i>Burnet Middle School</i>	<i>Lockdown Active Shooter</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/23/11 9:10 a.m.-9:25 a.m.</i>
<i>Battle Hill School</i>	<i>Code Red-Lockdown</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/22/11-10:15a.m.</i>
<i>Kawameeh Middle School</i>	<i>Shelter in Place</i>	<i>Principal/Custodians/Staff/Students</i>	<i>11/29/11 9:45 a.m.</i>

DRILL TYPE:

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

OCCUPANTS:

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



SCHOOL SECURITY DRILL NOTIFICATION

- LOCKDOWN

*PLEASE COMPLETE THIS FORM BEFORE THE 1ST OF EACH MONTH & FAX TO THE COUNTY OFFICE @ 908-654-9869 OR EMAIL MARY JANE SHEEHAN AT MARYJANE.SHEEHAN@DOE.STATE.NJ.US

