

# 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 1st, 2011

Time of day the drill was conducted: 9:15am-9:50am

School Name: Battle Hill Elementary School

Location of the Emergency Evacuation Drill: Parking lot in the front of the school

Route Number(s): Whole school (6 buses and 1 handicap bus)

Name of the school principal/person(s) overseeing the drill: Claire Moreira - Secretary

Other information relative to the emergency evacuation drill:

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# 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	12/15/2011 Thursday 9:12-9:25						
Type of Drill	Active Shooter Lockdown	Bomb Threat: Evac	Active Shooter Lockdown	Hostile intruder Lockerdown						
Duration of Drill	8 minutes	1:28- 1:50 PM 22 min.	9:10-9:25 15 min.	9:12-9:25 13 minutes						
Weather Conditions	Sunny 75	Overcast 60	Rainy 50s	Cloudy 50's						
Participants of Drill	All students and staff	All students and staff	All staff and students Mr. Ardito was here	All staff and students Mr. Ardito was here						
Brief Description of What Was Drilled	<b>Lockdown</b> 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	Lockdown for hostile intruder  Mr. Ardito director of Security observed  Drill was successful						

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

