

SCHOOL SECURITY DRILL NOTIFICATION

District: Township of Union

Month of: May, 2015

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Union High School	Lockdown-Active Shooter	Entire Building	5-18-15 205 PM
Burnet Middle School	"	"	5-28-15 150 PM
Kawameeh Middle School	"	"	5-26-15 945 AM
Jefferson School	"	"	5-27-15 940 AM
Battle Hill School	"	"	5-18-15 1030 AM
Connecticut Farms School	"	"	5-18-15 11 AM
Washington School	"	"	5-19-15 1020 AM
Livingston School	"	"	5-18-15 220 PM
Franklin School	"	"	5-26-15 1115 AM
Hannah Caldwell School	"	"	5-26-15 1030AM
Bd. Of Ed. Admin. Bldg.			

DRILL TYPE:

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

OCCUPANTS:

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

*PLEASE COMPLETE THIS FORM BEFORE THE 5th OF EACH MONTH & EMAIL MARY JANE SHEEHAN AT MARYJANE.SHEEHAN@DOE.STATE.NJ.US

Security Drill Record Form 2014 – 2015

School District: Union Township

School Name: Burnet Middle School

Contact Name: Vincent B. Rettino

Month	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015
Date/Time	9/17/2014 9:47 am	10/21/2014 9:07 am	11/17/2014 10:10 am	12/8/2014 9:30 AM	1/14/2015 10:35 AM	2/9/2015 9:31 AM	3/17/2015 3:23 PM	4/22/2015 9:28 am	5/28/15 1:50 pm	
Type of Drill	Active Shooter Lockdown	Total building evacuation	Silent Bomb threat	Table Top Review of Lockdown Procedures	Lockdown	9-1-1 notification	Lockdown Shelter in Place	Reverse evacuation	Lockdown	
Duration of Drill	9:47- 9:52	9:07-9:13 to clear site Back in class by 9:35	10:10-10:16 UPD notified Building was swept and cleared	10-10:40 AM	10:35-10:40	9:31 - 9:36	3:23- 3:28	9:28 -9:32	1:50-1:53	
Weather Conditions	Sunny clear 60s	60 sunny and cool	Raining 40s	N/A	15 and sunny	Icy and rainy	60 and sunny	59 and sunny	89 and sunny	
Participants of Drill	All students and staff	All students and staff	All students and staff	Ardito, Principal, Vice Principals, Solla(security) Frazier (staff)	All Students and staff Mr. Ardito was here	911, BOE and entire building	Afterschool program participants Special Services	Physical Education classes	All students and staff	
Brief Description of What Was Drilled	Active shooter drill was called; rooms & students secured Ardito present	Building evacuation was called to leave the building and grounds; proceeded to UHS	UPD was called and the building was swept room by room and cleared. No radios/cells	The above participants reviewed all procedures and scenarios. Many discussions held.	Mr. Ardito told a secretary to announce we are going into a lockdown.	Radio, phones & PA system were tested to reach 911 All clear, café kitchen muffled told custodian	A shelter in place was called and was successful	An emergency drill was called outside: reverse evacuation	Lockdown and pulled the fire alarm	

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: 5/18/15

Time of day the drill was conducted: 9:00-10:00

School Name: Union Senior High School

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

Route Number(s): all

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

Other information relative to the emergency evacuation drill:

