

SCHOOL SECURITY DRILL NOTIFICATION

District: Township of Union

Month of: February 2017

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Union High School	This drill is a test of all emergency notification equipment. This will include a call to the Union 9-1-1 Center to see if the correct address appears on their computer screen for your school, a test of your 9-1-1 radio to the Union Communication Center, a test of your internal PA system to see if all speakers are working, a test of your in-house radios and a call to the Superintendent's office for proper notifications.	Building Principals, Main Office Secretaries, Head Custodians. Security Officers in buildings where they are located. Union 9-1-1 Dispatchers.	An unannounced visit by Mr. Ardito to your main office at any given time during the month. This drill will NOT interfere with any school activities. Except for the PA announcements. Conducted 2-16 1145 AM
Burnet Middle School	"	"	2-16 1100 AM
Kawameeh Middle School	"	"	2-16 1130 AM
Jefferson School	"	"	2-15 1230 PM
Battle Hill School	"	"	2-15 930 AM
Connecticut Farms School	"	"	2-15 1000 AM
Livingston School	"	"	2-15 1100 AM
Washington School	"	"	2-15 1030 AM
Franklin School	"	"	

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Hannah Caldwell School	"	"	2-15 1130 AM
Hamilton School	"	"	2-16 1145 AM
BOE Admin. Bldg.	"	"	2-16 130 PM

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

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME

Security Drill Record Form 2016 – 2017

School District: Union Township

School Name: Burnet Middle School

Contact Name: Tommy Harrell

Month	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017
Date/Time	9/26/2016 Monday 8:30 am	10/13/2016 Thursday 9:03	11/22/2016 Tuesday 12:54 pm	12/15/16 Thursday 9:38 am	1/30/2017 Monday 10:33 am	2/16/2017 Thursday 10:30 am				
Type of Drill	Evacuation to another location	Active Shooter	Shelter in place	Bomb threat Shelter in place	Lockdown	911 Drill				
Duration of Drill	8:30-8:50	9:03 -9:10	12:54-1:02	9:38-9:35 am	10:33-10:40	10:30-10:33				
Weather Conditions	cloudy 70s		Cloudy & cold 35	20s cold and windy	30s sunny	20s sunny				
Participants of Drill	All students and staff	All students and staff	All students and staff	All students and staff	All students and staff	Security and anyone with outside line				
Brief Description of What Was Drilled	Evacuation to another location; complete evacuation	No debrief	Shelter in place during lunch	Secretary received a phone call about a bomb Administration followed procedure	Lockdown Shades drawn rooms secured	Tested 911 radio and phone call				