

SCHOOL SECURITY DRILL NOTIFICATION

District: _____ 2014-2015

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Washington	Lockdown/Active Shooter	Students/Staff/Faculty	9/16/14 10:21 am
Washington	Off-site evacuation	Students/Staff/Faculty	10/2/14 10:00 am
Washington	Shelter in Place/Bomb Threat	Students/Staff/Faculty	11/24/14 9:30 am
Washington	Table Top Meeting	Nick Ardito, Kim Marano, Laura Finnerly, Mark Hoyt	12/10/14 11:30 AM
Washington	Lockdown/Active Shooter	Students/Staff/Faculty	01/13/15 10:00 am
Washington	Check of all emergency communication devices.	Principal, Custodian, and Main Office Secretaries	2/10/15 9:45 am
Washington	Lockdown/Active Shooter	Principal, Custodians, Main Office Secretaries, some Teacher and aftercare staff and children	3/31/15 3:40 pm
Washington	Reverse emergency drill from playground back to gym	Gym teachers and children in gym class	4/28/15 10:00 am
Washington			
Washington			

DRILL TYPE:

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

OCCUPANTS:

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

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: April 2, 2015

Time of day the drill was conducted: 9:15-10:35

School Name: Connecticut Farms School

Location of the Emergency Evacuation Drill: Playground, Building Exit 3, Roosevelt 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:

Beautiful, sunny, crisp spring morning.

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REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: April 15, 2015

Time of day the drill was conducted: 9:00am

School Name: Battle Hill Elementary School

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

Route Number(s): Whole school (6 buses + 1 Handicap bus)

Name of the school principal/person(s) overseeing the drill: Michelle Warren, Principal / Claire Moreira, Secretary

Other information relative to the emergency evacuation drill:

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REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: Thursday, April 16, 2015

Time of day the drill was conducted: 9:49-1030

School Name: Burnet Middle School

Location of the Emergency Evacuation Drill: BMS 1000 Caldwell Avenue, Union (field and Stone St)

Route Number(s): All students and staff

Name of the school principal/person(s) overseeing the drill: Mr. Vincent Rettino, Vice Principal

Other information relative to the emergency evacuation drill:

This is our second and final bus evacuation for all students, staff and faculty. It was successful. A special thanks to our transportation department. Burnet has also completed their outside bus company drills as required.

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

March 30, 2015

Time of day the drill was conducted:

9:15 & 1:00

School Name:

Hannah Caldwell

Location of the Emergency Evacuation Drill:

Parking lot

Route Number(s):

8 buses at 9:15 1 bus at 1:00

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

Kathryn Di Giovanni

Other information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: Wednesday, April 9, 2014

Time of day the drill was conducted: 9:02-9:50

School Name: Burnet Middle School

Location of the Emergency Evacuation Drill: BMS 1000 Caldwell Avenue, Union (field and Stone St)

Route Number(s): All students and staff

Name of the school principal/person(s) overseeing the drill: Mr. Vincent Rettino, Vice Principal

Other information relative to the emergency evacuation drill:

This is our second and final bus evacuation for all students, staff and faculty. It was successful. A special thanks to our transportation department.

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

Tuesday, 4/21/15

Time of day the drill was conducted:

9:15 AM + 1:00 PM

School Name:

Washington Elementary School

Location of the Emergency Evacuation Drill:

9:15 AM on Playground + 1:00 PM on Playground

Route Number(s):

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

Mark C. Hoyt Principal
MAC:HA

Other information relative to the emergency evacuation drill:

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REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: April 21, 2015

Time of day the drill was conducted: 9:30 - 12:30

School Name: Livingston Elementary School

Location of the Emergency Evacuation Drill: Playground

Route Number(s): _____

Name of the school principal/person(s) overseeing the drill: Thomas Terlikos

Thomas Terlikos

Other information relative to the emergency evacuation drill:

N/A

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		
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		
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		
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		
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		
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, cafe kitchen muffled told custodian	A shelter in place was called and was successful	An emergency drill was called outside: reverse evacuation		