

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: Oct 6

Time of day the drill was conducted: 9:30

School Name: Hannah Caldwell

Location of the Emergency Evacuation Drill: Back driveway

Route Number(s): unknown

Name of the school principal/person(s) overseeing the drill: Dr. Anthony Lopez

Other information relative to the emergency evacuation drill:

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Date of the school bus emergency evacuation drill: October 12, 2011

Time of day the drill was conducted: 8:50 -9:35 AM

School Name: BURNET MIDDLE SCHOOL

Location of the Emergency Evacuation Drill: BURNET MS FIELD

Route Number(s): ALL STUDENTS AND STAFF

Name of the school principal/person(s) overseeing the drill: ROBERT BAIGAS VICE PRINCIPAL

Other information relative to the emergency evacuation drill:

WEATHER: OVERCAST 60 DEGREES

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Date of the school bus emergency evacuation drill: Wednesday, 10/12/11

Time of day the drill was conducted: 9:15 a.m. - 10 a.m. and 1:30 p.m.

School Name: Washington Elementary School

Location of the Emergency Evacuation Drill: Washington School
Playground Area

Route Number(s): Whole School

Name of the school principal/person(s) overseeing the drill: Mark C. Hoyt

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
Date/Time	9:20 AM 9/15/2011 Thurs.	1:28 PM 10/14/2011 Fri.		
Type of Drill	Active Shooter	Bomb Threat: Evac.		
Duration of Drill	8 min. 9:20-9:28	1:28- 1:50 PM 22 min.		
Weather Conditions	Sunny 75	Overcast 60		
Participants of Drill	All students and staff	All students and staff. Mr. Ardito Security Supervisor was on hand.		
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		

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Date of the school bus emergency evacuation drill: October 14, 2011

Time of day the drill was conducted: 9:00 A. M.

School Name: Hamilton School

Location of the Emergency Evacuation Drill: Playground

Route Number(s): 1 through 6 (ALL STUDENTS)

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

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: 10/24/11

Time of day the drill was conducted: 8:45-10:00

School Name: Union High

Location of the Emergency Evacuation Drill: OUTSIDE ATTENDANCE OFFICE AND

BIG GYM

Route Number(s): All Routes

Name of the school principal/person(s) overseeing the drill: 2 MR HAMBURG / MR KLOC

Other information relative to the emergency evacuation drill:

DRILL RAN ON SCHEDULE.

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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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Date of the school bus emergency evacuation drill: October 25, 2011

Time of day the drill was conducted: 9:30 am

School Name: Livingston Elementary School

Location of the Emergency Evacuation Drill: blacktop in back of school

Route Number(s): _____

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

Other information relative to the emergency evacuation drill:

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Date of the school bus emergency evacuation drill: 10/24/11

Time of day the drill was conducted: 8:45-10:00

School Name: UNION HIGH

Location of the Emergency Evacuation Drill: OUTSIDE ATTENDANCE OFFICE AND

BIG GYM

Route Number(s): ALL ROUTES

Name of the school principal/person(s) overseeing the drill: 2 MR. HAMBERG / MR. KLOC

Other information relative to the emergency evacuation drill:

DRILL RAN ON SCHEDULE.

SCHOOL SECURITY DRILL NOTIFICATION

District: Township of Union Public Schools 39-5290

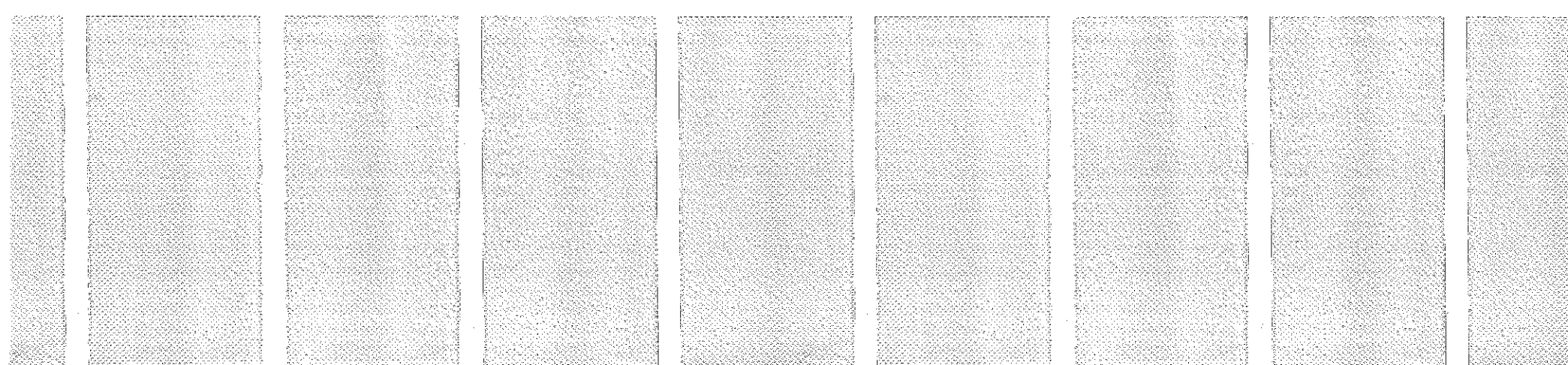
SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
<i>Battle Hill School</i>	<i>Code Blue Lockdown</i>	<i>Principal/Custodians/Staff/1 parent</i>	<i>10/25/11-9:59 a.m.</i>
<i>Union High School</i>	<i>Code Red Lockdown</i>	<i>Students/Staff/Faculty</i>	<i>10/26/11-1:00 p.m.</i>
<i>Burnet Middle School</i>	<i>Bomb Threat/Suspicious Package</i>	<i>Students/Staff/Faculty</i>	<i>10/14/2011- 1:28 p.m.</i>
<i>Kawameeh Middle School</i>	<i>Lockdown</i>	<i>Students (633) & Staff (57)</i>	<i>10/27/11 10:34pm</i>
<i>Livingston School</i>	<i>Evacuation</i>	<i>479</i>	<i>10/24/11- 10:30 a.m.</i>
<i>Connecticut Farms</i>	<i>Lockdown</i>	<i>485 pupils & 62 staff</i>	<i>10/25/11-2:00 p.m.</i>
<i>Hamilton School</i>	<i>Lock Down/Active Shooter</i>	<i>Entire Staff and Student Body</i>	<i>10/26/11/ 9:55-10:01</i>
<i>Washington</i>	<i>Lockdown</i>	<i>Students/Staff/Faculty</i>	<i>10/27 2:00 p.m.</i>
<i>Franklin Elementary School</i>	<i>Lockdown</i>	<i>Students/Faculty/Staff</i>	<i>10/31/11-9:35 a.m.</i>
<i>Hannah Caldwell School</i>	<i>Evacuation</i>	<i>Students/Faculty/Staff</i>	<i>10/31/11-1:25 p.m.</i>

DRILL TYPE:

- ACTIVE SHOOTER
- EVACUATION (non-fire)

OCCUPANTS:

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



SCHOOL SECURITY DRILL NOTIFICATION

- BOMB THREAT
- 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

