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2 RIVERVIEW DRIVE
SOMERSET, NJ 08873
P 908.253.3870 • F 732.764.8605
WWW.THECENTERSCHOOL.COM

January 8, 2016

TO: District Transportation Coordinator

FROM: James P. Sheeley, Jr., Principal

DATE: January 8, 2016

RE: Emergency Bus Evacuation Drill

SCHOOL NAME: The Center School
ADDRESS: 2 Riverview Dr. Somerset, NJ 08873
TELEPHONE: 908-253-3870

Name and Title of person conducting the drill:

NAME: James P. Sheeley, Jr. **POSITION:** Principal

DATE DRILL CONDUCTED: Tuesday, November 10, 2015
TIME DRILL CONDUCTED: 8:30 AM

Sincerely,

James P. Sheeley Jr.

SCHOOL SECURITY DRILL NOTIFICATION

District: Union Month of January 19, 2016

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Burnet MS			
Burnet MS	Evacuation(non-fire) to other location Test of All Emergency Communication Devices, Equipment and Notification System including a call to the 9-1-1 Center. Notification to Superintendent's Office.	Entire student body and staff Main Office, Administration, Security	10/21/15 9:24 AM 11/17/15 9:00 AM
Burnet MS	Shelter in Place	Staff, Administration, athletes & club members	12/9/15 3:25 pm
Burnet MS	Shelter in Place: issue outside building	Entire student body and staff	1/19/16 9:45 am

- DRILL TYPE:
- ACTIVE SHOOTER
 - EVACUATION (non-fire)
 - BOMB THREAT
- OCCUPANTS:
- STUDENTS/STAFF/FACULTY
 - STAFF and/or CRISIS TEAM MEMBERS

