

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 23 2016

Time of day the drill was conducted: 9:10 + 1100

School Name: Battle Hill Elementary School

Location of the Emergency Evacuation Drill: Front of school in

parking lots
Route Number(s): All Bus Students

Name of the school principal/person(s) overseeing the drill: Mark Hoyt - Principal

Clair Moore - Secretary
Other information relative to the emergency evacuation drill:

Only our morning and afternoon bus students

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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, April 12, 2016

Time of day the drill was conducted: 7:20-7:40 am

School Name: Burnet Middle School

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

Route Number(s): All bus students and staff, including contracted outside buses

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

Other information relative to the emergency evacuation drill:

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

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Date of the school bus emergency evacuation drill: Monday, 4/18/16

Time of day the drill was conducted: 9:15 AM + 1:00 PM

School Name: Washington Elementary School

Location of the Emergency Evacuation Drill: (AM) Playground Blacktop and
(PM) Whitewood Road

Route Number(s): —

Name of the school principal/person(s) overseeing the drill: Thomas O. Matthews,
Principal

Other information relative to the emergency evacuation drill:

SCHOOL SECURITY DRILL NOTIFICATION

District: Union

Month of April 15, 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
Burnet MS	Table top unknown explosion	Admin, security, head custodian & main office	2/10/16
Burnet MS	Lockdown	Entire student body and staff	3/17/16 1:41 pm
Burnet MS	Reverse Lockdown	All students and staff that were outside	4/15/16 9:59 am

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