

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

NAME OF SCHOOL MCKINLEY ELEMENTARY SCHOOL COUNTY ESSEX
 TYPE OF AUDIT FIRE AND SECURITY DRILL
 DATE OF MEETING February 24, 2015
 CONTACT PERSON Eric Ingold, Executive Director, Office of Security Services
 TELEPHONE NUMBER 973-733-7236

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1) Findings at McKinley	1a) Provide training to staff on school safety and security that includes instruction on school security drills. This includes agendas, materials, and sign-in sheets. 1b) Schedule fire/security for the school year in accordance with the law. This includes the scheduling of drills, the recording of events of said drills on the district's drill forms, and the recording of all of the events of both drills in the custodian/s log book.	In accordance with the law, train staff, schedule drills, document the occurrence and required reporting of said drills, submit documentation of the events of drills to the district as required, and secure documentation of drills at the school.	Principal School Operation Mgr. Head Custodian	September 1-5, 2015
1) Findings at McKinley Continuation	1a. In accordance with N.J.S. 18A:41:1 during the academic year, all schools are required to hold at least one fire drill and one security drill each month within the school hours. This shall include any summer months during which the school is open for instruction.	On the 25th of every month documentation substantiating that one security and fire drill has been conducted in the school shall be submitted to the respective Network administrative offices.	Principal School Operation Mgr. Custodian	September-15

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	1b. All drills and related trainings shall be properly documented and maintained via electronic and hard copy files. The custodian's log book shall reflect all drills conducted at the school as well.	All documentation related to drills and related trainings shall be secured in the respective school's administrative offices. The school head custodian shall record all drills in the official facilities log book. All records shall be readily available for regulatory officials inspections.	Principal School Operation Mgr. Custodian	September-15
	1c. Emergency Responders shall receive a friendly 48 hour notification prior to conducting any fire and / or security drill.	An e-mail shall be sent to emergency responders 48 hours prior to conducting any drill.	Principal School Operation Mgr. Custodian	September-15
1)Findings at McKinley Continuation	1d. Although not statutorily mandated, it is encouraged that schools invite emergency responders to attend and observe at least four different security drills annually.			

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2) Findings at McKinley	2a. The district will submit the "Security Drill Statement of Assurance" to the Essex County Superintendent by June 30th of every school year.	Respective Network administration offices submit necessary documents. (See attached)	Principal School Operation Mgr.	June 30th of every school year.
3) Findings at McKinley	3a. The Security Drill Record Form shall be forwarded to the Office of Security Services by the 25th of every month.	Respective Network administration offices submit necessary documents. (See attached)	Principal School Operation Mgr. Director of Safety	September-15
4) Findings at McKinley	4b. As of September 2011, schools are required to conduct a school security drill within the first 15 days of school opening.	Every school shall e-mail confirmation to their respective Network administrative offices confirming a security drill was conducted within the first 15 days of school opening.	Principal School Operation Mgr.	September-15

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5) Findings at McKinley	5a. During the academic year all schools are required to hold a minimum of two of each of the following security drills: Active Shooter; Evacuation (non-fire); Bomb Threat; and Lockdown.	A schedule of planned evacuation and security drills for the school year shall be forwarded to the respective Network administrative offices. Said schedule shall delineate the type of planned security drill (i.e. active shooter, evacuation (non-fire), bomb threat, lock down, shelter in place, etc.)	Principal School Operation Mgr.	September-15

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6) Findings at McKinley	6a. The Security Drill Record Form shall be forwarded to the respective Network administrative offices by the 25th of every month.	Upon receipt of the fire drill records from the respective schools, the Network administrative offices shall substantiate that a minimum of one security and fire drill was conducted for the month. Said document should be signed by both the school Principal and the appropriate Assistant Superintendent or designee. All records pertaining to security or fire drills and/or trainings should be inventoried and centrally filed.	Principal School Operation Mgr. Assistant Superintendent	September-15
7) Findings at McKinley	7a. In accordance with Chapter 4 of the NJ Fire Code; 408.3.1, the first evacuation (fire) drill shall be conducted within the first 10 days of school opening.	Every school shall e-mail confirmation to their respective Network administrative offices confirming a evacuation (fire) drill was conducted within the first 10 days of school opening.	Principal School Operation Mgr.	September-15

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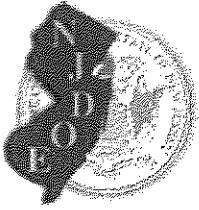
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CHIEF SCHOOL ADMINISTRATOR [Signature] DATE 2/11/15 SCHOOL BUSINESS ADMINISTRATOR [Signature] DATE 2/6/15



Security Drill Statement of Assurance

Pursuant to 18A:41-1, every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs.

Schools are required to hold annually a minimum of **two** of each of the following security drills: active shooter, evacuation (non- fire), bomb threat and lockdown.

Once the above requirements are met, additional security drills relating to shelter-in-place, reverse evacuation, evacuation to relocation site, testing of school's notification system and procedures, testing of school's communication system and procedures, tabletop exercise and full scale exercise can be practiced to fulfill the requirements of this law.

Districts are required to annually submit this statement to their County Office of Education by June 30 of each year. The county office shall additionally send an informational copy to the respective county prosecutor's office.

Upon completion, send only the first page of this document and retain the remaining documentation for your records.

CERTIFICATION

I, _____, being the Chief School Administrator of _____, do hereby certify that, pursuant to 18A:41-1, all requirements have been met relating to the practicing of school security drills.

Date: _____

Security Drill Record Form

School District:

School Name:

Contact Name:

Month	September 20	October 20	November 20	December 20
Date/Time				
Type of Drill				
Duration of Drill				
Weather Conditions				
Participants of Drill				
Brief Description of What Was Drilled				

Security Drill Record Form

School District:

School Name:

Contact Name:

Month	January 20__	February 20__	March 20__	April 20__
Date/Time				
Type of Drill				
Duration of Drill				
Weather Conditions				
Participants of Drill				
Brief Description of What Was Drilled				

Security Drill Record Form

School District:

School Name:

Contact Name:

Month	May 20	June 20	July 20	August 20
Date/Time				
Type of Drill				
Duration of Drill				
Weather Conditions				
Participants of Drill				
Brief Description of What Was Drilled				