

**STATE OF NEW JERSEY**  
**DEPARTMENT OF EDUCATION**  
**OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**

**PATERSON INTERNAL AUDIT UNIT**  
**FIRE AND SECURITY DRILL REVIEW REPORT**  
**FOR THE PERIOD JULY 2014 - JUNE 2015**  
**JANUARY 2016**

**NEW JERSEY DEPARTMENT OF EDUCATION  
PATERSON INTERNAL AUDIT UNIT  
FIRE AND SECURITY DRILL REVIEW REPORT  
JANUARY 2016**

**Distribution List of Final Audit Report**

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New Jersey Department of Education**

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Paterson Public Schools**

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State-Operated Audit Unit  
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**Daniel Sackner, Supervisor of Internal Audit  
Paterson Public Schools**

**NEW JERSEY DEPARTMENT OF EDUCATION  
PATERSON INTERNAL AUDIT UNIT  
FIRE AND SECURITY DRILL REVIEW REPORT  
JANUARY 2016**

**EXECUTIVE SUMMARY**

The Paterson Internal Audit Unit conducted a review of fire and security drills performed by Paterson School District (District) schools to ensure compliance with N.J.S.A. 18A:41, C.App.A:9-86, and the New Jersey Fire Code. In the District, the Office of Security Services maintains the records of school security drills and the Facilities Department maintains the records of fire drills.

The Internal Audit Unit has completed its review and the following deficiencies were noted:

- Seventeen out of 48 schools reviewed did not conduct security drills within the first 15 days of the beginning of the school year, as required by state regulations.
- Forty-three out of 48 schools reviewed did not hold two security drills of each type during the school year, as required by state regulations.
- Twenty-six out of 48 schools reviewed did not conduct fire drills within the first 10 days of the beginning of the school year, as required by state regulations.
- Eleven out of 48 schools reviewed did not conduct at least one fire drill per month. N.J.S.A. 18A:41-1 requires that each school shall have at least one fire drill each month during which school is open for instructional programs.
- The District did not consistently notify first responders within 48 hours prior to holding a security drill.
- The Security Drill Statement of Assurance certified by the District was incorrect.

The remainder of this report details the results of our review and the related findings.

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PATERSON INTERNAL AUDIT UNIT  
FIRE AND SECURITY DRILL REVIEW REPORT  
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**REVIEW SCOPE**

As part of the annual audit plan, the Paterson Internal Audit Unit has conducted a review of fire and security drills conducted by the 48 schools within the District during the 2014-2015 school year.

Auditors reviewed current regulations and District policies on fire and security drills in public schools. In the District, the Office of Security Services maintains the records of school security drills and the Facilities Department maintains records of fire drills. Auditors requested and reviewed monthly fire and security drill forms submitted by the 48 schools to the District.

The scope of the review included detailed testing to determine whether or not:

- Fire drills were conducted within the first 10 days of the beginning of the school year;
- Security drills were conducted within the first 15 days of the beginning of the school year;
- Schools held monthly fire and security drills during the school year;
- Schools held a minimum of two active shooter, evacuation (non-fire), bomb threat and lockdown drills annually.
- The Security Drill Statement of Assurance was submitted by the District to the Passaic County Office of Education by June 30<sup>th</sup>, 2015.

**FINDINGS AND RECOMMENDATIONS**

1. **Seventeen out of 48 schools reviewed did not conduct security drills within the first 15 days of the beginning of the school year.**

State regulations require that all schools conduct a school security drill within the first 15 days of the beginning of the school year. Of the 48 schools that submitted Security Drill records forms for the 2014-2015 school year, 17 did not hold the drill within the first 15 days, as required by state regulation.

**Recommendation**

The District must ensure that all schools hold the required security drill within 15 days of the beginning of the school year, as required by the state regulation. Drills should be appropriately documented. The District needs to review its current policies and regulations regarding security drills as there is no mention of this requirement in its current form.

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2. **Forty-three out of 48 schools reviewed did not hold two security drills of each type during the school year as required by state regulations and District policy.**

Pursuant to N.J.S.A.18A:41-1 and C.App.A:9-86, each school must have at least one school security drill each month. In addition, schools are required to hold a minimum of two of the following security drills annually: active shooter; evacuation (non-fire); bomb threat; and lockdown. A review of School Security Drill Record Forms submitted for the 2014-2015 school year revealed that 43 out of 48 schools did not comply with the regulation. In addition, most of the forms submitted lacked the required data. In some instances, a brief description of the drill that was conducted was not stated on the forms.

**Recommendation**

The District must ensure that all schools are conducting the appropriate number and type of drills as stipulated by code. The school principal should sign the Security Drill Record Form and the form should be reviewed and counter signed by the appropriate Assistant Superintendent. A description of what type of drill was conducted should be required on the form. The Executive Director of School Security has informed auditors that the District has implemented a new electronic paperless form system for the 2015-2016 school year that will provide a record of each event.

3. **Twenty-six out of 48 schools reviewed did not conduct fire drills within the first 10 days of the beginning of the school year.**

New Jersey Fire Code 408.3.1 requires that all schools conduct a school fire drill within the first 10 days of the beginning of classes. For the 2014-2015 school year, 26 of the 48 schools in the District did not comply with the regulation. The District was unable to provide fire drill report forms for five out of the 26 schools. If the auditors saw no paperwork to indicate that the drill was conducted the school was counted as non-compliant.

**Recommendation**

The District must ensure that all schools hold the required fire drill within 10 days of the beginning of school year. The District needs to review its current policies and regulations regarding fire drills as there is no mention of this requirement in its current form. The District should ensure that adequate and accurate records are kept to verify compliance with current regulations.

4. **Eleven out of 48 schools reviewed did not conduct at least one fire drill per month.**

N.J.S.A. 18A:41-1 requires that each school shall have at least one fire drill each month during which school is open for instructional programs. A review of the fire drill report

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forms submitted for the 2014-2015 school year revealed that 11 out of 48 schools did not comply with the regulation. The number of months where drills were not conducted ranged from one to eight in these schools. The auditors noted that for the school that did not conduct the drills for eight months, there was a change in administration and the current staff was unable to locate the paperwork to verify whether or not the drills were conducted.

**Recommendation**

Fire drills should be conducted in accordance with current regulations. The District must ensure that all schools are conducting the appropriate number and type of drills as stipulated by code. The District should also ensure that adequate and accurate records are kept to verify compliance with current regulations.

**5. The District did not consistently notify emergency responders within 48 hours prior to holding a security drill.**

Pursuant to C.App.A:9-86, schools will provide emergency responders with a friendly notification at least 48 hours prior to holding a security drill. Emergency responders are not required to observe, but are encouraged to attend and observe at least four different drills annually. The auditors requested evidence to confirm that responders were notified in a timely manner; however, the District indicated that no records were maintained.

**Recommendation**

The District should implement procedures to ensure that emergency responders are notified as required and that records are maintained. The Executive Director of School Security has informed auditors that the District has implemented a new electronic paperless system for the 2015-2016 school year that will require schools to record evidence of notifying emergency responders.

**6. The Security Drill Statement of Assurance certified by the District was incorrect.**

Districts are required to annually submit the Security Drill Statement of Assurances form to their County Office of Education by June 30<sup>th</sup> of each year. The form (Attachment 1), signed by the Superintendent, certifies that schools shall have at least one fire drill and one school security drill each month. In addition, schools are required to hold a minimum of two of the following security drills: active shooter, evacuation (non-fire), bomb threat, and lockdown annually. The findings outlined in this report would appear to contradict that certification submitted by the District to the County Office of Education.


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**Recommendation**


The District should ensure that an accurate Security Drill Statement of Assurance is filed annually.

**Auditor:  
Michael Osei**

**Submitted by:**

  
**Daniel Sackner  
Supervising Auditor**

**Approved by:**

  
**Steven Hoffmann  
Coordinating Auditor**



## 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, Dr. Donnie Evans, being the Chief School Administrator of Paterson Public Schools, do hereby certify that, pursuant to 18A:41-1, all requirements have been met relating to the practicing of school security drills.

Signed

Donnie Evans

Date:

6/29/15



**Safety Corrective Action Plan**

ACTION	COMPLETION	ASSIGNMENT	TIMELINE
<p>1. <i>Seventeen out of 48 schools reviewed did not conduct security drills within the first 15 days of the beginning of the school year.</i> State regulations require that all schools conduct a school security drill within the first 15 days of the beginning of the school year. Of the 48 schools that submitted Security Drill records forms for the 2014-2015 school year, 17 did not hold the drill within the first 15 days, as required by state regulation.</p> <p>*Please note we later found that (1) of the (17) had performed the required drill. Copy is attached.</p>	<p>This requirement is covered in the District policy. However, we worked with the Internal Audit review team and we were able to require all schools to file their School Safety Drills and Fire Drills in an electronic format on Versiform thus eliminated this problem. It is verified by each Assistant Superintendent and we can generate an excel spreadsheet for easy reference. We also conducted an in service training for all schools to go over this requirement</p>	<p>Jim Smith</p>	<p>September – First 15 days of the beginning of the School Year</p> <p>Daily reminder report for the first 15 days of the school for the month of September to Deputy Superintendent, Assistant Superintendents and Deputy Superintendent</p> <p>All other months will receive a reminder by the 22<sup>nd</sup></p>
<p>2. <i>Forty-three out of 48 schools reviewed did not hold two security drills of each type during the school year as required by state regulations and District policy.</i> Pursuant to N.J.S.A.18A:41-1 and C.App.A:9-86, each school must have at least one school security drill each month. In</p>	<p>Every school did (2) safety drills but there was confusion in terminology between Active Shooter and Lockdown. We eliminated this problem by creating drop down lists in Versiform so the correct drills are reported. However, we worked with the Internal</p>	<p>Jim Smith</p>	<p>Ongoing – submission monthly to Assistant Superintendents and Deputy Superintendent on the 22<sup>nd</sup> of each month</p>

	<p>addition, schools are required to hold a minimum of two of the following security drills annually; active shooter, evacuation (non-fire); bomb threat; and lockdown. A review of School Security Drill Records Forms submitted for the 2014-2015 school year revealed that 43 out of 48 schools did not comply with the regulation. In addition, most of the forms submitted lacked the required data. In some instances, a brief description of the drill that was conducted was not stated on the forms.</p>	<p>Audit review team and we were able to require all schools to file their School Safety Drills and Fire Drills in an electronic format on Versiform thus eliminated this problem. It is verified by each Assistant Superintendent and we can generate an excel spreadsheet for easy reference. We also conducted an in service training for all schools to go over this requirement</p>		
<p>3.</p> <p><i>Twenty-six out of 48 schools reviewed did not conduct fire drills within the first 10 days of the beginning of the school year.</i></p> <p>New Jersey Fire Code 408.3.1 requires that all schools conduct a school fire drill within the first 10 days of the beginning of classes. For the 2014-2015 school year, 26 of the 48 schools in the District did not comply with the regulation. The District was unable to provide fire drill report forms for five out of the 26 schools. If the auditors</p>	<p><i>Twenty-six out of 48 schools reviewed did not conduct fire drills within the first 10 days of the beginning of the school year.</i></p> <p>New Jersey Fire Code 408.3.1 requires that all schools conduct a school fire drill within the first 10 days of the beginning of classes. For the 2014-2015 school year, 26 of the 48 schools in the District did not comply with the regulation. The District was unable to provide fire drill report forms for five out of the 26 schools. If the auditors</p>	<p>A copy of NJ Fire Code 408.3.1 will be disseminated via email to all District Principals, and Assistant Superintendents. Going forward, once the Assistance Superintendent verifies the Fire Drills were performed via Versiform including the 1<sup>st</sup> fire drill of the school year to ensure compliance. We are now able to require all schools to file their School Safety Drills and Fire Drills in an electronic format on Versiform. We can generate an excel</p>	<p>Tom Hirz</p>	<p>September – First 10 days of the beginning of School Year</p> <p>Daily reminder report for the first 10 days of school for the month of September to Assistant Superintendents and Deputy Superintendent</p> <p>All other months will receive a reminder by the 22<sup>nd</sup></p>

	<p>saw no paperwork to indicate that the drill was conducted the school was counted as non-compliant.</p>	<p>spreadsheet for easy reference. We also conducted an in service training for all schools to go over this requirement. Notification will be sent to the Assistant Superintendents for Non-complaint issues.</p>		
<p>4.</p>	<p><i>Eleven out of 48 schools reviewed did not conduct at least one fire drill per month.</i> N.J.S.A. 18A:41-1 requires that each school shall have at least one fire drill each month during which school is open for instructional program. A review of the fire drill report forms submitted for the 2014-2015 school year revealed that 11 out of 48 schools did not comply with the regulation. The number of months where drills were not conducted ranged from one to eight in these schools. The auditors noted that for the schools that did not conduct the drills for eight months, there was a change in administration and the current staff was unable to locate the paperwork to verify whether or not the drills were conducted.</p>	<p>I have been working with the School Security Department and I allowed permission to administrative access to the Versiform. I will be able to view the drills submitted by each school and export a spreadsheet that shows all schools and the status an if they are in compliance. I have set up a reminder on my computer and district phone for the 22<sup>nd</sup> of each month. I will then notify the Assistant Superintendent of the respective school that is non-compliant. The Assistant Superintendent will then contact the School Administrator to ensure that their drill performed and submitted before the end of the month.</p>	<p>Tom Hirz</p>	<p>Ongoing – submission monthly to Assistant Superintendents and Deputy Superintendent on the 22nd of each month</p>

	<p>*Please note we were able to verify that only (6) schools didn't perform the required fire drills. Out of the (11) drills were not performed one school had (5) and the other (6) were divided among (5) schools.</p> <p>Copy is attached</p>			
<p>5.</p>	<p><b><i>The District did not consistently notify emergency responders within 48 hours prior to holding a security drill.</i></b></p> <p>Pursuant to C.App.A:9-86, schools will provide emergency responders with a friendly notification at least 48 hours prior to holding a security drill. Emergency responders are not required to observe, but are encouraged to attend and observe at least four different drills annually. The auditors requested evidence to confirm that responders were notified in a timely manner; however, the District indicated that no records were maintained.</p>	<p>As stated previously a drop down list is now contained on the Versiform to indicate that the police were notified via phone or fax.</p>	<p>Jim Smith</p>	<p>Ongoing – The Security Department and Assistant Superintendents will receive via Versiform whether the police were notified.</p>

6.	<p><b><i>The Security Drill Statement of Assurance certified by the District was incorrect.</i></b></p> <p>Districts are required to annually submit the Security Drill Statement of Assurances form to their County Office of Education by June 30<sup>th</sup> of each year. The form (Attachment 1), signed by the Superintendent, certifies that schools shall have at least one fire drill and one school security drill each month. In addition, schools are required to hold a minimum of two of the following security drills: active shooter, evacuation (non-fire), bomb threat, and lockdown annually. The findings outlined in this report would appear to contradict that certification submitted by the District to the County Office of Education.</p>	<p>At the end of each month and a year summary will be provided to the Superintendent, Deputy Superintendent and Assistant Superintendents indicating the necessary completion of the required drills</p>	<p>Jim Smith Tom Hirz</p>	<p>Ongoing - Submission monthly to Assistant Superintendents and Deputy Superintendent on the 22nd of each month for both Fire and Safety Drills</p>
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NAME OF SCHOOL	MONTHLY FIRE DRILL ANALYSIS											
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
School 11	N ✓	N ✓	N ✓	N ✓	Y	Y	Y	N ✓	N ✓	Y		
School 12	N	Y	Y	N ✓	N	N ✓	N	N ✓	N	N		
School 13	N	Y	N ✓	Y	Y	Y	Y	Y	Y	Y		
School 21	Y	Y	Y	Y	N ✓	N ✓	Y	Y	N ✓	N ✓		
MLK	Y	Y	Y	N ✓	Y	Y	Y	Y	Y	Y		
New Roberto Clemente	Y	Y	Y	Y	Y	Y	Y	Y	N ✓	Y		
Academy of Health Science (HARP)	N ✓	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Great Falls Academy	Y	Y	Y	Y	N	Y	Y	Y	Y	Y		
YES Academy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Silk City Academy - Adult High School	Y	Y	N	Y	Y	Y	Y	Y	N	N		
Destiny Academy - AMS and ROADS	N	Y	Y	Y	N ✓	N ✓	Y	Y	Y	Y		

Missing  
 School 12 - Sept, Jan, mar, May, Jun  
 School 13 - Sept  
 Great Falls - Jan  
 Academy  
 YES Academy - May, Jun  
 Silk City - Nov  
 Academy  
 Destiny - Sept  
 Academy







# FIRE DRILL REPORT 2014-2015 School Year

DISTRICT: PATRISON PUBLIC SCHOOLS  
SCHOOL: FS #21  
MONTH: February

SUPERINTENDENT: Dr. Dennis Evans  
PHONE: (973) 321-0960

### First Drill

2/23/15

2:00pm

8 mins

### Second Drill

The monthly Fire Drill Report is to be submitted by the 5th of every month for the previous month, and faxed to our office at 10965 or (973) 321-0965.







**Security Drill Record Form  
2014-2015**

<b>Month</b>	<b>September</b>	<b>September</b>
<b>Date/Time</b>	<b>9/15/2014 1:30pm</b>	<b>9/30/14 2:00pm</b>
<b>Type of Drill</b>	<b>Fire Drill</b>	<b>Evacuation Drill</b>
<b>Duration of Drill</b>	<b>1 min</b>	<b>3 min</b>
<b>Weather Conditions</b>	<b>Sunny</b>	<b>Sunny</b>
<b>Participants of Drill</b>	<b>Staff and students</b>	<b>Staff and students</b>
<b>Brief Description of What Was Drilled</b>	<b>Went smoothly</b>	<b>All staff and Students evacuated the building and walk towards the designated areas</b>

**School Name: PS#11**

**Building Administrator: Carlos R. Ortiz**

**Security Drill Record Form  
2014-2015**

<b>Month</b>	<b>October</b>	<b>October</b>
<b>Date/Time</b>	<b>10/15/2014 1:30pm</b>	<b>10/30/14 10:00am</b>
<b>Type of Drill</b>	<b>Fire Drill</b>	<b>Active Shooter</b>
<b>Duration of Drill</b>	<b>1 min</b>	<b>3 mins</b>
<b>Weather Conditions</b>	<b>cloudy</b>	<b>Breezy</b>
<b>Participants of Drill</b>	<b>Staff and students</b>	<b>Staff and Students</b>
<b>Brief Description of What Was Drilled</b>	<b>Went smoothly</b>	<b>Students and staff moved away from windows and doors. All classroom doors were locked. Students were to stay in their rooms until the clear code was heard.</b>

**School Name: PS#11**

**Building Administrator: Carlos R. Ortiz**

**Security Drill Record Form  
2014-2015**

<b>Month</b>	<b>November</b>	<b>November</b>
<b>Date/Time</b>	<b>11/14/2014 9:40am</b>	<b>11/24/2014 1:35pm</b>
<b>Type of Drill</b>	<b>Active Shooter</b>	<b>Fire Drill</b>
<b>Duration of Drill</b>	<b>3 mins</b>	<b>1 min</b>
<b>Weather Conditions</b>	<b>Breezy</b>	<b>Sunny</b>
<b>Participants of Drill</b>	<b>Staff and Students</b>	<b>Staff and students</b>
<b>Brief Description of What Was Drilled</b>	<b>Students and staff moved away from windows and doors. All classroom doors were locked. Students were to stay in their rooms until the clear code was heard.</b>	<b>Went smoothly</b>

**School Name:** PS#11 *Cal R Ortiz*  
**Building Administrator:** Carlos R. Ortiz

**Security Drill Record Form  
2014-2015**

<b>Month</b>	<b>December</b>	<b>December</b>
<b>Date/Time</b>	<b>12/15/2014 10:15am</b>	<b>12/22/14 1:00pm</b>
<b>Type of Drill</b>	<b>Fire Drill</b>	<b>Active Shooter</b>
<b>Duration of Drill</b>	<b>1 min</b>	<b>3 mins</b>
<b>Weather Conditions</b>	<b>Cold/Breezy</b>	<b>Windy</b>
<b>Participants of Drill</b>	<b>Staff and Students</b>	<b>Staff and students</b>
<b>Brief Description of What Was Drilled</b>	<b>Went smoothly</b>	<b>Students and staff move away from windows and doors. All classroom door were locked. Students were to stay in their rooms until the clear code was heard.</b>

**School Name: PS#11**

**Building Administrator:**

*Carlos R. Ortiz*  
**Carlos R. Ortiz**



**Security Drill Record Form  
2014-2015**

<b>Month</b>	<b>APRIL</b>	<b>APRIL</b>
<b>Date/Time</b>	<b>4/29/15 1:30pm</b>	<b>4/30/15 2:30pm</b>
<b>Type of Drill</b>	<b>Fire Drill</b>	<b>Active Shooter</b>
<b>Duration of Drill</b>	<b>1 min</b>	<b>3 Min</b>
<b>Weather Conditions</b>	<b>Sunny</b>	<b>Sunny</b>
<b>Participants of Drill</b>	<b>Staff and Students</b>	<b>Staff and students</b>
<b>Brief Description of What Was Drilled</b>	<b>Went smoothly</b>	<b><i>Students and staff moved away from windows and doors. All classroom doors were locked. Students were to stay in their rooms until the clear code was heard.</i></b>

**School Name: PS#11**

**Building Administrator: Carlos R. Ortiz**

*Carlos R. Ortiz*

**Security Drill Record Form  
2014-2015**

<b>Month</b>	<b>MAY</b>	<b>MAY</b>
<b>Date/Time</b>	<b>5/27/15 2:30pm</b>	<b>5/29/15 10:00am</b>
<b>Type of Drill</b>	<b>Fire Drill</b>	<b>Lock Down</b>
<b>Duration of Drill</b>	<b>1 min</b>	<b>3 mins</b>
<b>Weather Conditions</b>	<b>Sunny/Humid</b>	<b>Hot/Humid</b>
<b>Participants of Drill</b>	<b>Staff and Students</b>	<b>Staff and students</b>
<b>Brief Description of What Was Drilled</b>	<b>Went smoothly</b>	<b>Students and staff move away from windows and doors. All classroom door were locked. Students were to stay in their rooms until the clear code was heard.</b>

**School Name: PS#11**

**Building Administrator:**   
**Carlos R. Ortiz**

# Security Drill Record Form

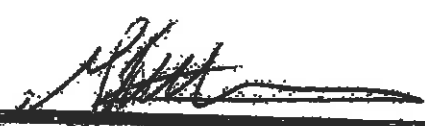
2014-2015

One drill entry per month

Month	December
Date/Time	12/18/2014
Type of Drill	Lockdown
Duration of Drill	10:20 am - 10:24 am
Weather Conditions	Good
Participants of Drill	Entire administration, staff and students.
Brief Description of What Was Drilled	Lockdown procedure followed per district policy.

Rev. 9/2014

School Name: School 1 Number 12  
Building Administrator: George Featherston  
Fax: District Security @ 10425  
dgiaacinfo@paterson.k12.nj.us

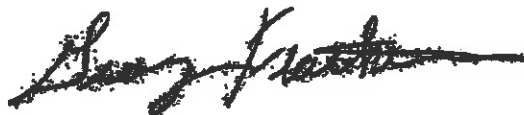


**2014-2015**  
**One drill entry per month**

<b>Month</b>	<b>FEBRUARY</b>
<b>Date/Time</b>	<b>FEBRUARY 12, 2015 2:05 PM</b>
<b>Type of Drill</b>	<b>FIRE</b>
<b>Duration of Drill</b>	<b>3 MINUTES</b>
<b>Weather Conditions</b>	<b>FAIR</b>
<b>Participants of Drill</b>	<b>Entire School</b>
<b>Brief Description of What Was Drilled</b>	<b>Review of Fire Drill Procedures</b>

Rev. 9/2014

**School Name:**  
**Building Administrator:**  
**Fax to District Security @ 10425**  
**dgiacinto@paterson.k12.nj.us**

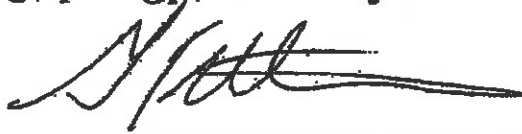


**Security Drill Record Form****2014-2015****One drill entry per month**

<b>Month</b>	<b>APRIL, 2015</b>
<b>Date/Time</b>	<b>APRIL 27, 2015</b>
<b>Type of Drill</b>	<b>FIRE</b>
<b>Duration of Drill</b>	<b>3 MINUTES</b>
<b>Weather Conditions</b>	<b>GOOD; COOL</b>
<b>Participants of Drill</b>	<b>ENTIRE SCHOOL</b>
<b>Brief Description of What Was Drilled</b>	<b>REVIEW POLICIES AND PROCEDURES FOR FIRE DRILLS.</b>

Rev. 9/2014

**School Name:**  
**Building Administrator:**  
**Fax to District Security @ 10425**  
**dglaquinto@paterson.k12.nj.us**











*San Joaquin*  
FACILITIES

**FIRE DRILL REPORT  
2014-2015 School Year**

**DISTRICT:** FATMISON PUBLIC SCHOOLS  
**SCHOOL:** BRITNEY Academy  
**MONTH:** February 2015  
**SUPERINTENDENT:** Dr. Donnie Evans  
**PHONE:** (979) 521-0966

**Fire Drill**

First Drill		Second Drill	
Time	Notes	Time	Notes
Feb. 10, 2015	2:00pm	2:00pm	2:00pm

*R 3/10/15*

The monthly Fire Drill Report is to be submitted by the 5th of every month for the previous month, and faxed to our office at 10965 or (979) 321-0965.