

BEND-LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

Name: Emergency Drills
Section: Support Services
Code: EBCB-AR

Each building administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes and this regulation.

All schools are required to instruct and drill students on emergency procedures so they may respond to an emergency without confusion and panic. Instruction on fire and earthquake dangers and drills for students' grades K-8 shall be conducted for at least 30 minutes each school month.

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. Drills and instruction for earthquake emergencies shall include methods of "duck, cover and hold" during an earthquake. Drills and instruction for lockdown emergencies shall include how to react when an intruder is in the school and when an intruder is outside the school. Guidelines for conducting fire, earthquake, and lockdown drills are attached to this administrative regulation in Appendices A, B and C.

The building administrator shall conduct monthly fire emergency drills, two of which shall occur during the month of September. The building administrator shall conduct two earthquake emergency drills during the school year. The building administrator shall conduct two lockdown drills during the school year.

Each principal shall maintain a record of emergency drills conducted during the school year, pursuant to Oregon Administrative Regulations.

Legal and Other References:

ORS 336.071

OAR 581-022-1420

"Do The Drill!" A School Resource Guide to Evacuation Planning, Oregon Office of State Fire Marshal 2010, in partnership with Oregon Fire Marshals Association, Oregon Fire Code Committee, Oregon School Resource Officers Association, Oregon Emergency Management, Oregon Department of Education and Special districts Association of Oregon.

EBA-AR

Reviewed: 6/4/12
Approved: 6/4/12

Appendix A

Emergency / Fire Evacuation Drills

- Where required, prior notification of emergency evacuation drills shall be given to the fire code official.
- Evacuation drills shall be initiated by activating the fire alarm system. For other than fire emergency evacuation drills, alternative means of occupant notification must be used.
- Fire drills shall be conducted each month; the first drill of each school year must be completed during the month of September.
- Assembly areas should be not less than 50 feet from the building.
- Schools should develop a system for ensuring staff / student accountability. Schools are urged to use a card notification system using the universal colors of green and red. Green denotes that all students are present, and red denotes a problem. As staff/students arrive at the assembly point, efforts shall be made to determine if all occupants have evacuated or have been accounted for.
- An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident.
- No one shall re-enter the premises until authorized to do so by the official in charge.
- Responsibility for the planning and conduct of drills shall be assigned to designated persons of leadership.
- Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire.

Appendix B

Earthquake Drills

- Notify 911 dispatchers about the drill.
- Sound alarm.
- Duck, Cover and Hold initiated.
- Check self –Teachers lead drills by example. Before aftershock, which is approximately two minutes after the first shock, have students check themselves for injuries.
- Evaluation location for integrity and safety –if student movement is initiated after evaluation, teachers should use buddy teachers, one at the front of the line of students and one at the rear.
- Re-count students – have teachers, and buddy teachers, take roll after evacuation to account for each student.
- Drill Evaluation – evaluate each aspect of earthquake drills including Duck, cover and Hold evacuation.

Appendix C

Lockdown Drills

- When initiating a lockdown, the following announcement should be given over the intercom:
“Teachers, secure your classroom for a lockdown.”
- Upon hearing the announcement, the following steps should be taken:
 - Students are to get down and out of sight in the classroom and remain silent. Students and staff should move to a part of the room that is deemed safest by staff.
 - Staff will check the halls and breezeways around their room, bringing in any students, staff, parents or volunteers who might be close to the room.
 - Staff will lock all doors into the rooms.
 - Lights will be turned off and blinds closed.
 - Windows on doors are to be covered with paper.
- Staff are not to open doors for anyone under any circumstances.
- Students are to stay away from all windows and doors.
- The only procedure for clearing a lockdown drill is face-to-face contact with the school administrator, school resource officer, or other law enforcement.