

2022-23 SAFETY TRAINING AND DRILLS

Bend-La Pine Schools

Bend-La Pine Schools understands the importance of training and drilling students and staff on emergency procedures in order to prepare them to respond safely in a variety of emergency situations. Drills help develop response actions and enhance the district's and each school's level of preparedness.

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DRILL GUIDELINES AND SCHEDULE

DRILL SCHEDULING We have a district-wide **Drill Schedule** consisting of drills each month of the school year. School administrators decide what day of the month and time of day to practice their required monthly drills. Drills should be conducted during class time as well as during non-instructional times like arrival, dismissal, lunch, recess, passing times, etc. This will give staff and students practice at responding effectively to emergencies while in different environments at school. This is our basic drill schedule but is subject to minor changes each school year.

MONTH	TYPE OF DRILL
SEPTEMBER	Fire Drill <i>(This fire drill must be completed within 10 days of the start of the school year.)</i> Lockdown SRP Lesson Plan – Grades K-12 School Safety Teams – Meet monthly (meeting minutes in Google Drive)
OCTOBER	Fire Drill Earthquake Drill* Safe Oregon Lesson Plan – Grades 6-12
NOVEMBER	Fire Drill Secure Drill
DECEMBER	Fire Drill Shelter
JANUARY	Fire Drill Earthquake Drill
FEBRUARY	Fire Drill
MARCH	Fire Drill
APRIL	Fire Drill
MAY	Fire Drill
JUNE	Fire Drill
<i>Optional</i>	<i>Evacuation Room Clear Hold</i>

*Schools are encouraged to participate in the [Great Oregon Shake Out](#) earthquake drill on October 20, 2022.

TYPES OF DRILLS Oregon laws ([ORS 336.071](#)) require that all schools conduct a Fire Drill once per month and two Earthquake Drills (with complete evacuation) each school year. The first drill of the school year must be conducted within 10-days of the beginning of classes. Earthquake and Fire Drills cannot be combined for the purposes of meeting drill requirements. Oregon law also requires schools conduct **two Safety Threat Drills** each year. Schools may choose to complete additional Evacuation, Shelter, Hold, Lockdown, Secure and/or Room Clear drills annually.

Bend-La Pine Schools requires that both school sites and department sites complete the aforementioned drills, annually.

Oregon law requires **two Bus Safety Drills** for students who regularly ride the bus each school year, one of which must include students who do not regularly ride the bus. These drills/trainings are delivered by Bend-La Pine Schools Transportation Department personnel. *See Oregon Laws for School Drills on pages 7 and 8.*

DRILL AND EMERGENCY RESPONSES AND PROTOCOLS

The following are guidelines for drills and emergency response for most situations. In some cases, emergency instructions may be given over intercom or public announcement type systems, through unamplified voice commands or via whistle prompts. Drills should be planned and conducted to promote students and staff in the development of their decision-making skills. Remember, we will not rise to the level of our expectations, but fall to the level of our training.

EARTHQUAKE During an earthquake, students, staff, volunteers and visitors should drop to the ground, cover their head and neck with their arms and seek shelter and hold on to their shelter and be prepared to move with it until the shaking stops. If there is not a table or desk nearby, drop to the ground and then move (if possible) to an inside corner of the room.

When conducting earthquake drills, always use the word “**EARTHQUAKE**” along with instructions. For example, “Drop, cover and hold. We are experiencing an earthquake. Drop, cover and hold. We are experiencing an earthquake.”

The Great Oregon Shake Out takes place every year, during the third week of October. This is a good time to plan for one of the two required earthquake drills. More information on the Great Oregon Shake Out can be found here: [The Great Oregon Shakeout](#).

EVACUATIONS During an evacuation, students, staff, volunteers and visitors are moved from one location to another. Persons should not return to classrooms or other areas to retrieve belongings prior to evacuating. Only re-enter the building upon being given the all clear to do so.

When conducting evacuation drills, always use the word “**EVACUATION**” or “**EVACUATING**” along with instructions. For example, “We are evacuating the building. Please evacuate immediately to the east and west playfields,” or “We are evacuating the playgrounds, please move into the school.”

LOCKDOWNS During a lockdown, students, staff and visitors will move to the nearest safe place to secure themselves out of sight and remain silent until instructed otherwise. This can be inside or outside of a school building. Students and staff will remain alert and situationally aware of what is taking place around them, considering what they may do if the space is breeched and where they could move to if they need to move to a secondary location. Classroom, office and room doors will be locked or barricaded and lights will be turned off. Doors will remain locked/barricaded until the room is released by an emergency responder.

When conducting lockdown drills, always use the word “**LOCKDOWN**” along with instructions. For example, “This is a lockdown, lights out, out of sight, lock doors. I repeat: this is a lockdown, lights out, out of sight, lock doors. Follow lockdown procedures immediately.” This plain language is required by the Federal Government as it helps staff, students, and visitors understand the general actions they should take.

SECURE During a secure, the school staff will secure the building perimeter, bring students into the building and increase situational awareness while continuing business as usual inside the school. Visitors and Volunteers will not be allowed to come and go during a secure.

When conducting secure drills, always use the word “**SECURE**” along with instructions. For example, “Get inside. This is a Secure. All exterior doors have been locked. Students, staff, visitors and volunteers will remain in the building until further notice. I repeat: this is a secure. Get inside. All exterior doors have been locked. Students, staff, visitors and volunteers will remain in the building until further notice.”

ROOM CLEAR A room clear command is used to quickly clear students from an area where there is a medical emergency, student, staff or adult acting out verbally or physically, or threat.

When conducting room clear drills, always use the words “**ROOM CLEAR**” along with instructions. For example, “Room Clear. Proceed to the library and tell Mrs. Smith that I have cleared our room.”

SHELTER The shelter action is used for a hazard using a safety strategy. Shelter is called when the need for personal protection is necessary.

When conducting shelter drills, always use the word “**SHELTER**” along with instructions. For example, “A hazardous material has spilled in the east parking lot. Please close all windows and doors and shelter in the building. Custodian, please turn off building HVAC system,” or “A severe hail storm is happening outside, please bring all students inside and shelter in the building until further notice.”

HOLD The hold action is used when there is a situation that requires keeping students and staff in their classrooms and offices, or in a supervised, safe area.

When conducting hold drills, always use the words “**HOLD! In your room or area. Clear the halls.**” For example, a medical issue is taking place in the hallway, and there is blood on the floor. While staff are attending to the injured individual, administrators or staff will use the intercom system to notify the building of the HOLD protocol.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

DRILL AND EMERGENCY INFORMATION

EVACUATION ROUTES AND ASSEMBLY AREAS Each room with students present in the school should have a map hanging near the exit door that shows evacuation route(s) and assembly area(s).

OUTSIDE ACTIVITIES Staff conducting classes, activities, or supervision outside should take a two-way radio and keys with them for quick communication capabilities during emergency and drill situations.

REPORTING AND RECORD KEEPING After each drill and emergency, school principals or designee will fill out a [Drill and Emergency Evaluation Form](#) to review what was done well and make plans for improvement. This form is kept at the school and a copy will be sent to [Safety Department](#) at the district office, within 48 hours of a drill or emergency. Schools will need to update the [Drill Log](#) once they have completed their monthly drills.

If your site has an actual event that requires action, please remember to call the district emergency notification number **(541) 355-8888** and leave a message regarding your emergency incident, and complete the drill form to record your site's emergency response and actions. This is a great tool for post event debrief and documentation.

SAFETY TEAM The Safety Team is a group of staff members at each school who help to manage a drill or emergency. Safety Team members consist of staff not directly in charge of supervising a group of students (school administrators, office staff, custodial and kitchen staff, health assistants, teaching assistants, and/or counselors, etc.) During drills the Safety Team will be activated.

The Safety Team is required (OSHA) to meet monthly at each school to discuss safety concerns at the school. The Safety Team will keep minutes of their monthly meetings and turn them in with their drill sheets monthly.

SUPPLIES

All classrooms will have their *Quick Reference Guide for Emergencies (Red/Green Book)* and first aid kits hanging next to their emergency evacuation maps near their classroom doors. Staff are responsible to grab the first aid kit and [Quick Reference Guide for Emergencies \(Red/Green Book\)](#), if they can do so safely, as they exit their work space.

- Each school will keep their large (orange) first aid kits, the *Quick Reference Guide for Emergencies (Red/Green Book)* and their district emergency hand-held radio located in the front office of the school. Staff are responsible to grab the orange first aid kit, the *Red/Green Book*, and the radio, if they can safely do so, as they exit their work space.

OREGON LAWS REGARDING SCHOOL DRILLS

2020 ORS, Vol. 9, Chapter 336

336.071 Emergency drills and instruction; maintenance of exit doors

(1) All schools are required to instruct and drill students on emergency procedures so that the students can respond to an emergency without confusion or panic. The emergency procedures shall include drills and instruction on:

- (a) Fires;
- (b) Earthquake, which shall include tsunami drills and instruction in schools in a tsunami hazard zone; and
- (c) Safety threats.

(2) (a) Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

(b) Drills and instruction on earthquake emergencies shall include the earthquake emergency response procedure known as “drop, cover and hold on.” A school may drill earthquake emergency response procedures in addition to “drop, cover and hold on” when the school determines, based on evaluation of specific engineering and structural issues related to a building, that “drop, cover and hold on” may not be the most effective earthquake emergency response procedure to prevent or limit injury or loss of life.

(c) Drills and instruction on tsunami emergencies shall include immediate evacuation after an earthquake when appropriate or after a tsunami warning to protect students against inundation by tsunamis.

(d) Drills and instruction on safety threats shall include:

- (A) Procedures related to lockdown, secure, shelter in place and evacuation; and
- (B) Other appropriate actions to take when there is a threat to safety.

(3) (a) At least 30 minutes in each school month shall be used to instruct students on the emergency procedures described in subsection (1) of this section.

(b) At least two drills on earthquakes shall be conducted each year.

(c) At least two drills on safety threats shall be conducted each year.

(d) In schools in a tsunami hazard zone, at least three drills on earthquakes and tsunamis shall be conducted each year.

(4) All schools shall maintain all exit doors so that the doors can be opened from the inside without a key during school hours.

(5) Units of local government and state agencies associated with emergency procedures training and planning shall:

- (a) Review emergency procedures proposed by schools; and
- (b) Assist schools in the instruction and drilling of students in emergency procedures.

(6) As used in this section, “school” means any:

- (a) Kindergarten through grade 12 public or private school; or
- (b) Educational institution having an average daily attendance of 50 or more students.

2019 Oregon Fire Code

Section 403 - Group E Occupancies

An approved fire safety and evacuation plan in accordance with section 404 shall be prepared and maintained for Group E occupancies and for buildings containing both a Group E occupancy and an atrium. Group E occupancies shall comply with Sections 403.5.1 through 403.5.3. Note: See ORS 336.071, Fire Drills at School

403.5.1 First emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

403.5.2 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

403.5.3 Assembly points. Outdoor assembly areas shall be designated and shall be located a minimum distance of 50 feet from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Section 405 - Emergency Evacuation Drills

405.7 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. For other than fire emergency evacuation drills, alternative means of occupant notification shall be used.

405.8 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

405.9 Recall and reentry. 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. Persons shall not reenter the premises until authorized to do so by the official in charge.

1997 Uniform Fire Code

Article 13 – Emergency Procedures, Section 1303 – Emergency Plans and Procedures

1303.3.3 Group E Occupants, 1303.3.3.1 General. Exterior assembly areas shall be designated and shall be located away from the building being evacuated and so as to avoid interference with fire department operations. Exterior assembly areas shall be arranged to keep each evacuated class or group separated to provide accountability of all individuals involved in the drill.

1303.3.3.2 Fire Drills. Fire drills in Group E Occupancies shall be conducted in accordance with ORS 479.140 and the following:

1. **Frequency.** Fire drills shall be conducted at least once each month during school sessions.
2. **Extent of Evacuation.** Fire drills shall include the complete evacuation of all persons from the building or portion thereof used for educational purposes.
 - a. Exception: The staff member responsible for notifying the fire department and handling emergency communications.
3. **Fire Department Notification.** When required by the chief, the fire department shall be notified prior to each drill.
4. **Initiation.** When a fire alarm system is provided, fire drills shall be initiated by activation of the fire alarm system.

OREGON ADMINISTRATIVE RULES 581-053-0002

SCHOOL BUS DRIVER TRAINING, LICENSING, AND SCHOOL BUS STANDARDS

Administration of Pupil Transportation

(1) Purpose and applicability of Oregon Administrative Rules, chapter 581, division 53:

(a) The purpose of the rules set forth in this division is to ensure the safety of students in the 12th grade or lower while being transported to or from school or authorized school activities by establishing standards for vehicle construction, driver qualifications, vehicle and record inspections, and administrative provisions of pupil transportation;

(b) The rules in this division apply to all school districts and individual schools, including public, private, parochial, public charter, and alternative schools, and education service districts and head start agencies which provide transportation services to students from home to school or to authorized school activities, either through internal or contracted services.

Administrative Requirements Pertaining to School Buses

(2) Safety instruction:

(a) All regularly transported pupils shall receive the following instruction **at least once within the first six weeks of the first half of each school year and once within the first six weeks of the second half of each school year:**

(A) Safe school bus riding procedures, including but not limited to loading, unloading and crossing;

(B) Use of emergency exits; and

(C) Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

(b) **All pupils who are not regularly transported shall receive the following instruction at least once in the first half of each school year:**

(A) Safe school bus riding procedures, including but not limited to loading, unloading and crossing; and

(B) Use of emergency exits.

(c) Records listing safety instruction course content and dates of training shall be maintained locally.