

DRILL PROTOCOLS

Lincoln County School District

Lincoln County School District has a robust drill and training program to help prepare students and staff to respond safely in a variety of emergency situations.

TYPES OF DRILLS Oregon laws require that all schools conduct a Fire drill once per month and two Earthquake drills (with complete evacuation) each school year. Earthquake & Fire Drills cannot be combined for the purposes of meeting drill requirements. Schools in the Tsunami Hazard Zone are required to conduct three Earthquake & Tsunami Drills each school year. Schools are also required to conduct two safety threat drills such as Lockdown, Shelter-in-Place, etc. each year and two Bus Evacuation Drills each school year. See Oregon Laws for School Drills on Pages 5-6. Lincoln County School District also requires its schools to conduct one of each of the following drills each school year: Reverse Evacuation, Room Clear and a Code Yellow Lockdown.

DRILL SCHEDULE We have a district-wide *Drill Schedule* consisting of two drills most months 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.

SPECIAL ACCOMMODATIONS can be made for students or staff who have access or functional needs and may need additional assistance during drills and emergencies. Use the *Special Accommodations Form* to help design a feasible plan.

REPORTING & RECORD KEEPING After all of our drills (and real emergencies), school principals fill out an *Emergency & Drill Report Form* to review what was done well and make plans for improvement. This form is kept at the school and a copy is sent to the Safety Office.

SAFE TEAM The SAFE Team is a group of staff members at each school who help to manage a drill or emergency. SAFE Team members consist of staff not directly in charge of supervising a group of students (school administrators, office staff, custodial & kitchen staff, health assistants, teaching assistants, counselors, etc.) During drills the school SAFE Team will be activated. The *SAFE Team Roles & Responsibilities Form* plan is kept in the Emergency Plan flip chart and should be updated at the beginning of each school year.

TEACHER IN CHARGE The Teacher-in-Charge at each school campus should actively participate in each drill in order to practice and learn how to assess and manage emergencies effectively. They should do this even when the Administrator is present for the drill.

EVACUATION ROUTES & ASSEMBLY AREAS Each room in the school should have a map hanging near the exit door that shows a primary and secondary Evacuation Route & Assembly Area. Most of our Assembly Areas have signage which helps classes line up for easy accountability.

STUDENT ACCOUNTABILITY Accounting for and supervising students is an important element of our emergency plan and is practiced during drills. Classroom teachers can use a student roster or the *Student Accountability Form*. Make note of anyone who is missing from your class, extra people with your group and if your group has other special needs. Notify your supervisor when appropriate based on the drill or emergency

situation. Office staff accounting for a whole school can use the *Accounting for All Persons Form* or a modification of that form when accounting for the entire school population.

FIRE ALARM PULL STATIONS Schools are encouraged to use a different fire pull station for each drill. It is important to rotate the use of each pull station to exercise them and see that they are still in working order. Assign a different staff member to activate a pull station for each drill. It is important for staff to be aware of the locations of pull stations throughout the school as well as to be empowered to activate a pull station in an emergency situation.

LOCKDOWNS When conducting lockdown drills, always use the word “Lockdown” along with the Code Yellow Lockdown or Code Red Lockdown designation. For example, “This is a Lockdown, a Code Red Lockdown. I repeat: this is a Code Red Lockdown. Follow Code Red 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.

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

SUPPLIES

- All classrooms and most offices have a **Yellow or Gray Toilet-Bucket** full of emergency supplies. These supplies are available for immediate use during drills and emergency situations when students/staff need to stay in their classrooms due to an extended lockdown or a shelter-in-place emergency.
- All Classrooms have a **Go-Kit** to exit with when evacuating. This small Go-Kit (usually consisting of a clipboard with several pertinent documents and a red/green sign) hangs on the wall right next to the exit door. Teachers are responsible to grab it as they exit their rooms for an evacuation if it is safe to do so.
- Each school has a **SAFE Team Go-Kit** which is usually stored in the office area or near an exit door. A SAFE Team member is assigned to exit with the Go-Kit each time there is an evacuation. Family Reunification supplies are kept in the bottom section of the kit.

DRILL SCHEDULE

Lincoln County School District

(This is our basic drill schedule. Minor modifications are made periodically.)

MONTH	TYPE OF DRILL
SEPTEMBER	Fire Drill (Within first 10 days of school starting) Lockdown: Code Red Lockdown (Within first 10 days of school starting) SAFE Team Roles & Responsibilities (Send update to District Safety Office) Student Emergency Contact List (Update list in SAFE Team Go-Kit)
OCTOBER	Fire Drill (during non-instructional time) Earthquake Drill (Oct 20 at 10:20 Great Oregon Shake-out) Bus Evacuation Drill
NOVEMBER	Fire Drill (block exit – use alternate route) Shelter-in-Place Drill (all classrooms must seal their rooms)
DECEMBER	Fire Drill Reverse Evacuation Drill
JANUARY	Fire Drill Room Clear Drill (all classrooms)
FEBRUARY	Fire Drill (use alternate assembly area) Lockdown: Code Yellow Lockdown Student Emergency Contact List (Update list in SAFE Team Go-Kit)
MARCH	Fire Drill Lockdown: Code Red Lockdown (during non-instructional time) Bus Evacuation Drill
APRIL	Fire Drill Earthquake Drill (during non-instructional time)
MAY	Fire Drill
JUNE	Fire Drill



EMERGENCY & DRILL REPORT FORM

Lincoln County School District

SCHOOL:

DATE:

Real Emergency

Drill

Start Time:

End Time:

**PROTOCOL
IMPLEMENTED**

Evacuation

Room Clear

Code Red Lockdown

Code Yellow Lockdown

Reverse Evacuation

Shelter-in-Place

TYPE OF HAZARD OR THREAT

- Behavior (Disruptive, Aggressive, etc.)
- Bus Emergency
- Bomb Threat / Explosive Device Found
- Earthquake
- Electrical Outage
- Fight
- Fire
- Hazardous Materials Spill
- Intruder
- Kidnapping
- Medical Emergency
- Missing Student
- Severe Weather
- Sexual Assault
- Student Demonstration / Riot
- Threat of Violence
- Tsunami Warning
- Weapons
- Other:

DESCRIPTION OF EMERGENCY

DID YOU:

Notify the Superintendent's Office?

Yes

No

Notify the Bus Company?

Yes

No

Notify Staff & Students Outside?

Yes

No

N/A

Activate the Lockdown Button?

Yes

No

N/A

Physically check every exterior door to see that it was closed & locked?

Yes

No

N/A

Physically check every restroom, common area, & hall for students?

Yes

No

N/A

Account for all students, staff and visitors?

Yes

No

N/A

WHAT WENT WELL:

WHAT NEEDS IMPROVEMENT:

SIGNED (Principal or Secretary):

Please send completed form to Sue Graves at NMS, or fax to: 541-265-6493, or email to: susan.graves@lincoln.k12.or.us. Thank you! ©

SPECIAL ACCOMMODATIONS PLAN FOR DRILLS & EMERGENCIES

Lincoln County School District

This plan is designed specifically for the student, staff, or individual named below. Keep this plan in a folder labeled "Confidential Special Accommodations Plans" in your SAFE Team Go-Kit and in your substitute folder. Remember that most of the student's or staff members' disability information is confidential.

NAME OF PERSON NEEDING ASSISTANCE:		SCHOOL:	
INDEPENDENCE LEVEL		SPECIAL CONSIDERATIONS	
<input type="checkbox"/> Wheel Chair <input type="checkbox"/> Stroller (Infant/Toddler) <input type="checkbox"/> Broken Leg/Crutches <input type="checkbox"/> Crutches/Cane <input type="checkbox"/> Developmental or Cognitive Disability <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Auditory Processing Difficulties <input type="checkbox"/> Non-verbal <input type="checkbox"/> Deaf/Hearing Impaired <input type="checkbox"/> Blind/Visually Impaired <input type="checkbox"/> Has Service Animal <input type="checkbox"/> Non/Limited English Language	<input type="checkbox"/> Does not like to be touched <input type="checkbox"/> Affected by loud noises <input type="checkbox"/> Screams in stressful situations <input type="checkbox"/> Responds well to pictures <input type="checkbox"/> Allergic to Latex <input type="checkbox"/> Knows American Sign Language <input type="checkbox"/> Allergic to Cold <input type="checkbox"/> Other	<input type="checkbox"/> Tends to run or wander off <input type="checkbox"/> Affected by visual stimulus <input type="checkbox"/> Cries easily <input type="checkbox"/> Needs to hold something <input type="checkbox"/> Allergic to Bees <input type="checkbox"/> Reads Lips <input type="checkbox"/> Does not understand directions given in English
EQUIPMENT NEEDED (Is a key needed to operate this equipment?)		SUPPLIES NEEDED (Always take a two-way radio for emergency communications)	
<input type="checkbox"/> Evacu-Trac <input type="checkbox"/> Stroller <input type="checkbox"/> Chair-lift <input type="checkbox"/> Chair with Wheels <input type="checkbox"/> Blanket <input type="checkbox"/> Playpen <input type="checkbox"/> Other <input type="checkbox"/> Other	Located: Located: Located: Located: Located: Located: Located:	<input type="checkbox"/> Two-Way Radio <input type="checkbox"/> Helmet <input type="checkbox"/> Head Phones <input type="checkbox"/> CD Player <input type="checkbox"/> Blanket <input type="checkbox"/> AED <input type="checkbox"/> Bee sting kit	<input type="checkbox"/> Key to operate Chair-lift device <input type="checkbox"/> Visual Communication System Cards <input type="checkbox"/> Medications <input type="checkbox"/> Nutrition Items <input type="checkbox"/> Calming supplies: (stuffed animals, rubber balls, hand fidgets, picture, etc.) <input type="checkbox"/> Bilingual Communication Cards <input type="checkbox"/> Other
STAFF ASSISTANCE NEEDED (Describe how many staff members will be needed, and what their roles will be.)			
KEY ENVIRONMENT		PRIMARY STAFF ASSISTANCE	SECONDARY STAFF ASSISTANCE
ROOM NAME	ROOM # & LOCATION		
Primary & Secondary EVACUATION Plan: (consider stairs, terrain issues, etc.)		Primary & Secondary LOCKDOWN/SIP Plan:	
		Primary & Secondary EARTHQUAKE PROTECTION Plan:	
COMMENTS			
COMPLETION DATE _____		STAFF NAME & SIGNATURE _____	
PARENT REVIEW DATE _____		PARENT NAME & SIGNATURE _____	
REVISION DATE _____		STAFF NAME & SIGNATURE _____	
PARENT REVIEWED REVISION DATE _____		PARENT NAME & SIGNATURE _____	
INSTRUCTIONS:			
<ul style="list-style-type: none"> Use the back of this form to document plans for additional Key Environments Attach student schedule to this form. 			

Form updated 5/25/16

Special Accommodations Plan for Drills & Emergencies (page two)

NAME			
KEY ENVIRONMENT		PRIMARY STAFF ASSISTANCE	SECONDARY STAFF ASSISTANCE
ROOM NAME	ROOM # & LOCATION		
Primary & Secondary EVACUATION Plan: (consider stairs, terrain issues, etc.)		Primary & Secondary LOCKDOWN/SIP Plan:	
		Primary & Secondary EARTHQUAKE PROTECTION Plan:	

COMMENTS

KEY ENVIRONMENT		PRIMARY STAFF ASSISTANCE	SECONDARY STAFF ASSISTANCE
ROOM NAME	ROOM # & LOCATION		
Primary & Secondary EVACUATION Plan: (consider stairs, terrain issues, etc.)		Primary & Secondary LOCKDOWN/SIP Plan:	
		Primary & Secondary EARTHQUAKE PROTECTION Plan:	

COMMENTS

KEY ENVIRONMENT		PRIMARY STAFF ASSISTANCE	SECONDARY STAFF ASSISTANCE
ROOM NAME	ROOM # & LOCATION		
Primary & Secondary EVACUATION Plan: (consider stairs, terrain issues, etc.)		Primary & Secondary LOCKDOWN/SIP Plan:	
		Primary & Secondary EARTHQUAKE PROTECTION Plan:	

COMMENTS

KEY ENVIRONMENT		PRIMARY STAFF ASSISTANCE	SECONDARY STAFF ASSISTANCE
ROOM NAME	ROOM # & LOCATION		
Primary & Secondary EVACUATION Plan: (consider stairs, terrain issues, etc.)		Primary & Secondary LOCKDOWN/SIP Plan:	
		Primary & Secondary EARTHQUAKE PROTECTION Plan:	

COMMENTS

Form updated 5/25/16

STUDENT ACCOUNTABILITY FORM

Lincoln County School District

Staff/Coach Name	Room/Location	Date
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STUDENTS PRESENT		ADULTS PRESENT	
STUDENTS MISSING		ADULTS MISSING	

NOTES:

ACCOUNTING FOR ALL PERSONS REPORT

Lincoln County School District

NAME OF SCHOOL :

DATE:

ROOM/NAME	KINDER RM #	KINDER RM #	KINDER RM #	KINDER RM #	KINDER RM #
ALL CLEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Missing or Extra Students or Adults					

ROOM/NAME	GRADE 1 RM #	GRADE 1 RM #	GRADE 1 RM #	GRADE 1 RM #	GRADE 1 RM #
ALL CLEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Missing or Extra Students or Adults					

ROOM/NAME	GRADE 2 RM #	GRADE 2 RM #	GRADE 2 RM #	GRADE 2 RM #	GRADE 2 RM #
ALL CLEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Missing or Extra Students or Adults					

ROOM/NAME	SPED RM #	OTHER STAFF: PE, MEDIA, SPECIALISTS	KITCHEN STAFF	SAFE TEAM (office, custodial, etc.)	VISITORS VOLUNTEERS ITENERANT STAFF
ALL CLEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Missing or Extra Students or Adults					

Modify Form as Needed, Draft Updated 5-25-16

OREGON SCHOOL DRILL REQUIREMENTS

2014 Oregon Fire Code

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. No one shall reenter the premises until authorized to do so by the official in charge.

Section 408 Group E (Educational) Occupancies

408.3 Group E occupancies shall comply with the requirements of Sections 408.3.1 through 408.3.4 and Oregon Revised Statute 336.071, Fire Drills at School.

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

408.3.2 Emergency evacuation drill deferral. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency.

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

4.8.3.4 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.

2015 Oregon Revised Statutes: Chapter 336 – Conduct of Schools Generally

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) Earthquakes, 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, lockout, 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.

Oregon Administrative Rules School Bus Driver Training, Licensing, and School Bus Standards

581-053-0002 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.

(12) 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.