



School Safety and Emergency Management

Monthly Minute: Safety Drills

September 2023

Monthly Minute is a newsletter providing insight and tips on potential threats and hazards brought to you by your regional school emergency management professionals in partnership with the Oregon Department of Education.



It's the most wonderful time of the year. It's back to school season and kids are headed back to the classroom. Some with concerns but all with hope that the experiences they have will help them grow into the best version of themselves. Friends will be made, lessons learned, and growth will take place. All these expectations rely on a daily, safe return to family and loved ones. So what better time of year to meet those expectations than by practicing emergency drills so that all are prepared to learn in safety?

Schools are required to conduct at least 30 minutes of instruction per month on emergency drills. The drills recommended for the beginning of the year are Evacuation and Lockdown. But

don't just run these drills without context. Make sure you have instructions posted and speak with your students and staff on how to conduct these drills and the reason for them.

The five main drills include Evacuate, Shelter-in-Place, Lockdown, Secure (previously called "Lockout"), and Hold. These drills have been identified and named because they can be adapted to a variety of disaster and emergency responses, and because a common language simplifies response and makes it easy for everyone to know exactly what to do. For this newsletter, we will address evacuation and lockdown.

In both the evacuation and lockdown drills, your school could be responding to a variety of incidents. People typically think of fires when it comes to evacuations. But you would also evacuate after an earthquake, or if there is a gas leak, or maybe a flood is threatening your building. Likewise, in a lockdown, most people think of the most extreme threat: active shooter. But you will want to drill your lockdown procedures to respond to any threat that makes its way into your building. It could be a suspicious person who has entered the building

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This Month... Be sure to conduct your evacuation and lockdown drills early this year. Bring your local emergency responders in to review procedures and confirm best practices.

Up Next... October's Monthly Minute will cover earthquake awareness month. The Great Oregon Shakeout happens and it's time to "drop, cover and hold on."



Conduct a Lockdown drill in September.



Conduct an Evacuation drill in September.



Conduct an earthquake drill.



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Below are the recommended drills you should plan for and conduct. These drills come from the I Love U Guys Foundation. You can find information and free printable materials on their website at <https://iloveuguy.org/>



Hold! in your room or area.
Clear the halls.



Secure! Get inside. Lock outside doors.



Lockdown! Locks, lights, out of sight



Shelter! Hazard and safety strategy.



Evacuate! (A location may be specified)



Earthquake and tsunami drills

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without permission or maybe a wild animal is roaming the halls.

The following are some considerations before, during and after conducting your drills:

- Rely on your local fire department to help you identify appropriate staging areas away from fire lanes and to inspect evacuation routes to ensure they are clear and easy to exit.
- Rely on your local police department to check your lockdown procedures and review the all clear procedures.

- Consider, plan for and practice procedures for your access and functional needs students and staff.
- Do you have alternate and accessible evacuation routes?
- Do you have plans in place to continue providing medication to those who need it?
- Do you have alert plans that accommodate all people in your facility?
- Review your response with your staff after a drill. Encourage good practices and make a point to revisit shortcomings in future drills.

Contact us for assistance planning and practicing your emergency drills.

Contact Information

Scan the QR code below or [click this link](#) to connect with a regional school emergency management professional for help on this or any other school emergency topic.



Join us on the **2nd Wednesday of every month at 8:30am** to get assistance with this or other emergency preparedness topics: [ZOOM LINK!](#)

Additional Resources

Go to our [threat and hazard resources page](#) for help on this and to find a calendar of emergency preparedness topics and monthly drills.

REMS: [Emergency Preparedness for Students with Disabilities.](#)

Oregon Emergency Management [local contacts list.](#)