



## ADMINISTRATIVE DIRECTIVE

3.40.070-AD

### Emergency Plans, Drills and Instruction

#### I. Emergency Plans and Procedures

The District requires all schools, charter school programs and community based organizations currently contracted with the district to maintain and update on an annual basis site specific school/program emergency response plan (SERP), instruct and drill students and staff on the plan's emergency procedures so that the students and staff can respond to an emergency without confusion or panic. The emergency procedures shall include the following:

- A. Drills and instruction on fires, earthquakes, and safety threats
- B. Primary and secondary evacuations sites designated in the emergency response plan. The assembly areas must be at a minimum 50 feet from the building for a fire evacuation and 300 feet for an explosive or other safety threat
- C. An established School Emergency Team (SET)
- D. Reunification procedures

A checklist for completing the review and updates to the school-specific emergency response plan is provided by Security Services (see [PPS Emergency Management Resources](#)).

#### II. Instruction

At least 30 minutes in each school month shall be used to instruct students on emergency procedures. Egress maps shall be maintained in classrooms and common meeting spaces and ensure all exit doors can be opened from the inside without a key during school hours. The emergency plans and procedures shall be made available in every building main office and other strategic locations throughout the district.

#### III. Emergency Drills

##### A. General

An emergency drill is an exercise performed to train staff and students and to evaluate the efficiency and effectiveness in responding to and carrying out emergency procedures. Upon the conclusion of every drill, schools must conduct a debrief of the emergency drill with all staff or designated key staff members and document an improvement plan to address any deficiencies noted during the drill. Unplanned activations or activations made necessary by an emergency signal (fire, evacuation, lockdown) by any other emergency shall not be substituted for a required emergency drill. Every district site with 50 or more students shall perform the following emergency drills during the stated calendar month:

- Fire Drills (within 10 days of school start and then every month thereafter)



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- Secure Drills (November)
- Lockdown Drills (within 30 days of school start or September, March)
- Team Response Drills (January)
- Earthquake Drills (October, April)

#### **B. Fire Drills**

The first emergency fire evacuation drill of each school year must be conducted within 10 days of the beginning of classes. All schools with K-2 above the first floor will conduct weekly fire drills during the first four weeks of the school year. The Fire Inspector may require additional fire drills during their inspections. All teachers, volunteers and staff on the second floor will receive special training in the safe exiting of younger students. A minimum of one fire drill shall be conducted each month at all school sites while school is in session. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. For this reason, pre-notification to staff members of planned fire drills is not recommended. A minimum of two fire drills during a school year must be conducted during non-class time. In the event of fire, the building should be completely evacuated of all persons and 911 should be notified.

#### **C. Secure Drills**

Secure drills and instruction shall include appropriate action when there is an unsafe situation outside of the school building that would require students and staff to be brought inside the building and the building perimeter to be secured. At least one Secure drill shall be conducted in the month of November of each year at each school.

#### **D. Lockdown Drills**

Lockdown drills and instruction shall include appropriate action when there is a threat to safety inside the school building to include method of "lock, lights, out of sight" and self-evacuation. At least two lockdown drills shall be conducted each year at each school. The first lockdown drill must occur within the first 30 days of the regular school session or in the month of September. The second lockdown drill shall occur in the month of March.

#### **E. Team Response Drills**

Team Response is taking appropriate actions where there is a situation such as a medical emergency where the need to control the movement of students inside the building while the incident is being handled by the team. At least one team response drill shall be conducted in the month of



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January of each year at each school. Team response drills and instruction shall include activating the school emergency team (SET).

#### F. Earthquake Drills

At least two earthquake drills shall be conducted each year at each school. The first earthquake drill shall occur in the month of October, the second earthquake drill shall occur in the month of April. Earthquake drills and instructions shall include methods of “duck, cover and hold” during a seismic event.

#### IV. Fire, Earthquake, and Safety Threat Drill Reports

The principal or the principal's designee shall make a written report documenting fire, earthquake, and lockdown drills held during the school year. Emergency drill reports must include the time and duration of the drill, placement of the threat /fire and any improvement plans. The report is to be completed and maintained on forms, which shall be located in the main office at each school site in the red fire-life safety binder and electronically in the centralized drill tracking system (see [PPS Fire Drill Report](#)). For the purpose of recordkeeping, all fire, earthquake and lockdown drill reports must be made available for inspection by the Fire Marshal upon request, and [reported to the Security Services office](#).

Amended 6/22

#### Legal References:

- 2007 Oregon Fire Code Chapter 4 Section 401.7
- OAR 581-022-1420
- OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014).
- ORS 192.660(2)(k)
- ORS 336.071
- ORS 476.030(1)
- Portland Public Schools Board Policy 3.40.010-P