



# DRILL EVALUATION FORM

School \_\_\_\_\_

Date \_\_\_\_\_

DRILL or  Real Event

	Start Time
	Time Building Was Completely Evacuated or Locked Down
	Time All Students & Staff Accounted For

## EVACUATION:

Fire     
  Earthquake     
  Tsunami     
  Bomb Threat     
  Chemical Spill

STUDENT & STAFF RESPONSE	YES	N/A	NO	NOTES
All students & staff quiet & orderly				
Staff close doors as they leave (but leave unlocked)				
All kitchen staff evacuate & are accounted for				
All staff & students practice "drop, cover, hold" (earthquake)				
SAFE TEAM RESPONSE	YES		NO	NOTES
Restrooms & hallways cleared of students				
Effective Radio Communication (except for bomb threat)				
District Office & Mid Co Bus Company notified				
Go Kit is brought to evacuation assembly area				
All students & staff are accounted for				
BUILDING ISSUES	YES	N/A	NO	NOTES
Fire alarm heard in all areas of campus				
Evacuation assembly area clearly identified & effective for accounting of all staff, students & guests.				

## LOCKDOWN:

Code Yellow Lockdown     
  Code Red Lockdown     
  Code Red Lockdown-No SAFE Team  
 Bomb Threat     
  Chemical Spill     
  Other \_\_\_\_\_

STUDENT & STAFF RESPONSE	YES	N/A	NO	NOTES
All students & staff on floor & quiet (Code Red Lockdown)				
All classroom doors locked				
SAFE TEAM RESPONSE	YES	N/A	NO	NOTES
Announcement on intercom is clear (repeat if necessary)				
All exterior doors locked & Lockdown sign is posted				
Restrooms & hallways cleared of students				
Extra students secured in SAFE Room (Code Red Lockdown)				
District Office & Mid Co Bus Company notified				
Effective Radio Communication (except for bomb threat)				
SAFE Team meets at Command Ctr for further instructions				
All students & staff are accounted for, including kitchen				
BUILDING ISSUES	YES	N/A	NO	NOTES
All door locks functioning properly				
Intercom can be heard in all areas of campus				

### COMMENTS

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Administrator or Staff Conducting Drill \_\_\_\_\_



# DRILLS & SAFETY COMMITTEE SCHEDULE

SCHOOL: \_\_\_\_\_ YEAR: 2009-2010

MONTH	ACTIVITY	DATE SCHEDULED	DATE COMPLETED
SEPT	Safety Committee Meeting		
	Fire Drill		
	Code Red Lockdown Drill		
OCT	Safety Committee Meeting - watch Safety Committee Training Video		
	Fire Drill		
	Earthquake Drill (WHS also does a Tsunami Drill)		
NOV	Safety Committee - Quarterly Workplace Safety Inspection		
	Fire Drill		
	Code Yellow Lockdown Drill		
DEC	Safety Committee Meeting		
	Fire Drill		
JAN	Safety Committee Meeting		
	Fire Drill		
	Code Red Lockdown Drill (during non-instructional time)		
FEB	Safety Committee - Quarterly Workplace Safety Inspection		
	Fire Drill		
	Tsunami Drill - WHS Only		
MARCH	Safety Committee Meeting		
	Fire Drill		
APRIL	Safety Committee Meeting		
	Fire Drill		
	Earthquake Drill (WHS also does a Tsunami Drill)		
MAY	Safety Committee - Quarterly Workplace Safety Inspection		
	Fire Drill		
	Code Red Lockdown Drill - No SAFE Team (practice for armed intruder)		
JUNE	Safety Committee Meeting		
	Fire Drill		

**ORS 336.071 Emergency Drills and Instruction**

All schools are required to instruct and drill students on emergency procedures (at least 30 minutes in each school month) so that the students may respond to an emergency without confusion or panic. The emergency procedures shall include:

- 1 fire drill per month
- 2 earthquake drills per school year (including "duck, cover and hold" & evacuating the building);
- 3 tsunami drills per school year (including immediate evacuation after an earthquake or tsunami warning) for those schools in coastal tsunami zones.

Remember:

- Make sure all substitutes and new staff members learn your evacuation routes & watch the Emergency Lockdown Video.
- **The Fire Department does not allow us to combine Earthquake Evacuation and Fire Drill Evacuation.**
- Please remember to account for all students & staff during your drills - this is very important.
- Call the Superintendent's Office and Mid Co for each drill and real event. Call F/M if it is a building related real emergency.
- Repeat the announcement several times - for those who were in loud noise areas and may not have heard it the first time.
- After each drill, submit your completed Drill Evaluation Form to Sue Graves at NMS/INMS. Thank you!

**OAR 437-001-0765 Rules for Workplace Safety Committees.** Each school is required by law to have a Safety Committee. (OSHA, Teacher's Contract, & Board Policy require this.) Here are the basics to remember:

The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations for change. The focus is on **staff** safety! However you can also use this as a mechanism to address student safety needs.

Safety Committees shall:

- Have at least 4 members at each meeting and be represented by Admin, Certified, Classified, & Custodial staff.
- Meet monthly except months when quarterly workplace safety inspections are made. This monthly meeting must be separate from the regular staff meeting.
- Conduct a quarterly Safety Inspection of the workplace to locate and identify safety and health hazards.
- Inspect all your fire extinguishers every month to make sure the pin is in place, the arrow is in the green zone and initial the tag to show it has been inspected.
- Have a system for staff to report safety related suggestions, hazards, & other information. This information shall be reviewed at the next safety committee meeting and shall be recorded in the minutes for review and necessary action by the employer.
- Review all safety-related incidents including injury accidents, illnesses and deaths.
- Post Minutes in a prominent location for all staff to see.