

Greater Albany SD 8J
Administrative Regulation

Code: **EBCB-AR(3)**
Adopted: 6/01/94
Revised/Readopted: 3/12/01; 4/05/10; 1/25/13;
3/10/14

Fire, Earthquake and Security Drill Instructions and Log

This is the annual log of emergency drills for your school along with state laws relating to fire and earthquake instructions and drills. Following the monthly fire/earthquake/security drill, record the requested information on the annual log of emergency drills. Keep an accumulative and updated copy in your school so you will have information for the year-to-date emergency drills report. A record of these drills is required by the Albany Fire Department per the Oregon Fire Code Section 405 for Fire Inspectors to review when conducting annual inspections.

ORS 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 may respond to an emergency without confusion or panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and security emergencies.
2. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. Drills and instruction on earthquake emergencies shall include methods of “duck, cover and hold” during an earthquake. Drills for security emergencies shall include “Lockout”, “Lockdown”, “Evacuate”, and Shelter” procedures. When feasible, security emergency drills shall be observed and assessed by law enforcement personnel. Refer to the Standard Response Protocol and Standard Reunification Plan for specific details of security response procedures.
3. At least 30 minutes in each school month shall be used to instruct students on fire and earthquake. At least two drills on earthquakes shall be conducted each year. At least two drills on security procedures 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 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 eight public or private school; or
 - b. Educational instruction having an average daily attendance of 50 or more students.

Oregon Fire Code, Article 405.5

Records shall be maintained of required emergency evacuation drills and include: Person conducting the drill, date and time of drill, notification method used, staff members on duty and participating (number of participants), number of occupants evacuated, special conditions simulated, problems encountered, weather conditions when occupants evacuated, time required to complete evacuation.

**GREATER ALBANY PUBLIC SCHOOL DISTRICT
FIRE, EARTHQUAKE AND SECURITY DRILL LOG**

School: _____

For the School Year: _____

	Date	Time	Person Conducting Drill	Notification Method Used	Number of Staff on Duty and Participating	Number of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Time Required for Evacuation
Fire Drills										:
										:
										:
										:
										:
										:
										:
										:
										:
										:
Earthquake Drills										:
										:
Security Drills										:
										: