



# School Safety and Emergency Management

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September 2024

Monthly Minute is a newsletter providing insight and tips on potential threats and hazards brought to you by 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 with purpose 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. Both Evacuation and Lockdown should be conducted within the first couple weeks of school so everyone is familiar with response procedures

for the most dangerous events. Don't 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. They also use common language that simplifies response and makes it easy for everyone to know exactly what to do. This newsletter 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 following an earthquake, 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. They can 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. Use **the Personal Emergency Accommodation Plan (downloadable form)** for all students with disabilities and other access and functional needs.

- Do you have alternate and accessible evacuation routes, plans in place to continue providing medication to those who need it, and alert plans that accommodate all people in your facility?
- Review your procedures 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 or click the QR code to visit the School Safety and Emergency Management website with additional school emergency preparedness resources, and to **sign up for the monthly training and technical assistance sessions.**

## 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.

SSEM: [Emergency Plans and Drills Guidance: Access and Functional Needs.](#)

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