# 2022-23 - Drills - 4J requirements and steps

All schools must conduct a safety drill within 10 days of when schools resume AND monthly thereafter.
*ORS 336.071*, *Fire Marshal Advisory 20-15*

All schools are required to instruct and drill students on emergency procedures so they may respond to an emergency without confusion or panic. The emergency procedures shall include drills and instruction on:

**Fires** - including routes and methods of exiting the school building.
**Earthquakes** - including the earthquake emergency response procedure known as "drop, cover and hold on" and immediate evacuation after an earthquake when appropriate.
**Safety Threats** – including procedures related to lockdown, lockout, evacuation and other appropriate actions to take when there is a threat to safety.

## Yearly Requirements Related to Safety Drills: *ORS 336.071*
One fire drill per month (evacuation)
At least two earthquake drills per year (shelter)
At least two drills on lockdowns per year (threat inside)
At least two secure drills per year (outside local police activity)
At least one chemical accident drill per year (shelter)
At least 30 minutes each month to instruct students on safety drill emergency procedures

All schools shall maintain all exit doors so that the doors can be opened from the inside without a key during school hours.

## Drills - Required Information to Include in Report: ORS 405.5
1. The identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Staff members on duty and participating
5. The number of occupants evacuated
6. Special conditions simulated
7. Problems encountered
8. Weather conditions when occupants were evacuated
9. The time required in accomplishing a complete evacuation
10. Miscellaneous information

Training for Drill Manager Video
Training: https://www.youtube.com/watch?v=1yUhXqxMvjU
Additional Raptor Training videos:
**Launching and Exiting the Kiosk** (2 minutes) -
 https://www.youtube.com/watch?v=wyk93n7JXBc&ab_channel=RaptorUniversity
**Overview of the Kiosk Sign-In Experience** (4 Minutes) -
 https://www.youtube.com/watch?v=dhRdj5Rz6ps&ab_channel=RaptorUniversity
**Fundamentals of Raptor Kiosk** – This one is a bit longer (11 Minutes) -
 https://www.youtube.com/watch?v=a7G8GrwbPUo&ab_channel=RaptorUniversity

# Drill instructions

1. **Log in to [Raptor](https://apps.raptortech.com)**
   *https://apps.raptortech.com*

2. **Click 'Modules' icon**
3. **Click 'Drill Manager' icon**
4. **Click drill down and select your school**



5. **Review Drill Requirements**

### 6. Click 'Details' icon (appropriate month)



### 7. Enter planned drill date ' Planned Date'
### 8. Enter date (drill was conducted)
### 9. Enter name of staff who conducted drill 'Managed By
### 10. In notes section document drill details



### 11. Click 'Save'

Training: https://www.youtube.com/watch?v=1yUhXqxMvjU