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## 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](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](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](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

**RAPTOR TECHNOLOGIES**

Adams Elementary School

TEAM ASSIST

Main Menu

- Dashboard
- Admin
- Sign In/Sign Out
- Modules**
  - Visitors
  - Contractors
  - Students
  - Staff
  - Volunteers
  - Incidents
  - Drill Manager**
  - Reports
- Live Chat

All Buildings

- Adams Elementary School
- Arts & Technology Academy
- Awbrey Park Elementary School
- Bailey Hill/NATIVES Program
- Buena Vista Spanish Immersion Elementary School
- Cal Young Middle School
- Camas Ridge Community School
- Charlemagne French Immersion Elementary School
- Chavez Elementary School
- Churchill High School
- Connections
- ECCO / Eugene Education Options
- Ed Center / District Office
- Edgewood Community Elementary School
- Edison Elementary School
- Facilities Office
- Family School
- Fox Hollow Campus

Initiate a Drill

Frequency	Start Date	End Date ↑
1 between start and end date	09/16/2022	11/18/2022
1 between start and end date	09/16/2022	11/21/2022
1 between start and end date	09/16/2022	12/16/2022
1 between start and end date	01/13/2023	06/09/2023
1/month	09/13/2022	06/16/2023

Individual Drill Requirements

Details	Name ↑	Start Date	End Date ↑	Planned Date...	Actual Date	Status	Status Description
Details	Evacuate (Fire) - September 2022	09/13/2022	09/30/2022			○	Not Planned
Details	Evacuate (Fire) - October 2022	10/01/2022	10/31/2022			○	Not Planned

## 5. Review Drill Requirements

**RAPTOR TECHNOLOGIES**

Adams Elementary School

TEAM ASSIST

Main Menu

- Dashboard
- Admin
- Sign In/Sign Out
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**Drill Manager**

Drill Schedules Reports

Drill Schedule 2022-2023

Initiate a Drill

Drill Requirements

Emergency Type	Sub-Type ↑	Frequency	Start Date	End Date ↑
Lockdown	Hostile/Irate Intruder	1 between start and end date	09/16/2022	11/18/2022
Secure	Local Police Activity	1 between start and end date	09/16/2022	11/21/2022
Shelter	Earthquake	1 between start and end date	09/16/2022	12/16/2022
Shelter	Chemical Accident	1 between start and end date	01/13/2023	06/09/2023
Evacuate	Fire	1/month	09/13/2022	06/16/2023

Individual Drill Requirements

Details	Name ↑	Start Date	End Date ↑	Planned Date...	Actual Date	Status	Status Description
Details	Evacuate (Fire) - September 2022	09/13/2022	09/30/2022			○	Not Planned
Details	Evacuate (Fire) - October 2022	10/01/2022	10/31/2022			○	Not Planned

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

The screenshot shows the Raptor Technologies interface for Adams Elementary School. The left sidebar contains a Main Menu with options: Dashboard, Admin, Sign In/Sign Out, Modules, Reports, and Live Chat. The Modules menu is expanded, showing options like Visitors, Contractors, Students, Staff, Volunteers, Incidents, and Drill Manager. The main content area is titled 'Drill Requirements' and contains two tables.

**Drill Requirements Table:**

Emergency Type	Sub-Type ↑	Frequency	Start Date	End Date ↑
Lockdown	Hostile/Irate Intruder	1 between start and end date	09/16/2022	11/18/2022
Secure	Local Police Activity	1 between start and end date	09/16/2022	11/21/2022
Shelter	Earthquake	1 between start and end date	09/16/2022	12/16/2022
Shelter	Chemical Accident	1 between start and end date	01/13/2023	06/09/2023
Evacuate	Fire	1/month	09/13/2022	06/16/2023

**Individual Drill Requirements Table:**

Details	Name ↑	Start Date	End Date ↑	Planned Date...	Actual Date	Status	Status Description
Details	Evacuate (Fire) - September 2022	09/13/2022	09/30/2022			○	Not Planned
Details	Evacuate (Fire) - October 2022	10/01/2022	10/31/2022			○	Not Planned
Details	Lockdown (Hostile/Irate Intruder) - #1	09/16/2022	11/18/2022			○	Not Planned
Details	Secure (Local Police Activity) - #1	09/16/2022	11/21/2022			○	Not Planned
Details	Evacuate (Fire) - November 2022	11/01/2022	11/30/2022			○	Not Planned

## 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

The screenshot shows the Raptor Technologies interface for Adams Elementary School, displaying the 'Drill Completion' form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Drill Completion' and contains several input fields and a notes section.

**Drill Completion Form:**

- Save Planned Date:** A button at the top of the form.
- Actual Date:** A text input field.
- Managed By:** A text input field.
- Document File Name:** A text input field with a 'SELECT FILE' button.
- Notes:** A text area containing the following text:
 

```
Time of Drill
Notification method used:
Staff members on duty and participating:
```
- Save/Cancel:** Two buttons at the bottom of the notes section.

**Raptor Alert Drills Table:**

Details	Emergency Type	Sub-Type	Drill End Date ↑	Options
There is no data to show here				

## 11. Click 'Save'

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