Lourdes Public Charter School

Code: EBCB

Adopted: 4/28/25

Emergency Procedure Drills and Instruction

The administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

The public charter school is required to instruct and drill students on school emergency procedures so they can respond to emergencies without confusion and panic. The emergency procedures shall include instruction and drills on fires, earthquakes, and safety threats. Instruction and drills on emergency procedures shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

**Fire Emergencies**

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

**Earthquake Emergencies**

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the public charter school may include additional response procedures for earthquake emergencies.

**Safety Threats**

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to student safety, and will include explanation of the school’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats\*\*).

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the school with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192](http://policy.osba.org/orsredir.asp?ors=ors-192).660(2)(k)

[ORS 336](http://policy.osba.org/orsredir.asp?ors=ors-336).071

[ORS 338](http://policy.osba.org/orsredir.asp?ors=ors-338).115(1)(y)

[ORS 339](http://policy.osba.org/orsredir.asp?ors=ors-339).324

[ORS 476](http://policy.osba.org/orsredir.asp?ors=ors-476).030

[OAR 581](http://policy.osba.org/orsredir.asp?ors=oar-581)-022-2225

[Oregon State Fire Marshal](https://www.oregon.gov/osfm/fire-service-partners/pages/codes-and-standards-for-schools.aspx), Oregon Fire Code.

**Cross Reference(s):**

EBC - Emergency Plan and First Aid

EBCA - Safety Threats