Record of Emergency Evacuation Drills – Instructions

EMERGENCY EVACUATION DRILLS

- One Emergency Evacuation Drill (a drill or rapid dismissal) shall be conducted during the first ten days of the new school year. (Ohio Fire Code 408.3.1)

- For schools that have a smoke detector or a sprinkler system in all classroom buildings, at least six Emergency Evacuation Drills shall be conducted during the school year. (Ohio Revised Code 3737.73 (A))

- For schools that do not have a smoke detector or a sprinkler system in all classroom buildings, at least nine Emergency Evacuation Drills (drills or rapid dismissals) shall be conducted during the school year. (Ohio Revised Code 3737.73 (F))

    - For schools that must conduct nine drills or rapid dismissals, those drills or rapid dismissals may be combined with the required school safety drills* that must also be conducted. However, at least one of the school safety drills* must provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building rather than rapidly evacuated. (Ohio Revised Code 3737.73 (F))

- At least one Emergency Evacuation Drill (a drill or rapid dismissal) or one school safety drill* shall be conducted during each month of the school year. A drill or rapid dismissal may be conducted during the same month as a school safety drill.* (Ohio Revised Code 3737.73 (E))

- Each school's Record of Emergency Evacuation Drills shall be submitted to the State Fire Marshal twice a year: at the middle point of each school year and again at the end of each school year. (Ohio Fire Code 405.1.1.1)

- Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. (Ohio Fire Code 405.7)

The laws/rules regarding Emergency Evacuation Drills can be found at the following links:

http://codes.ohio.gov/orc/3737.73 and http://publicecodes.cyberregs.com/st/oh/st

TORNADO DRILLS

- Tornado drills shall be conducted at least once a month whenever school is in session during the tornado season. (Ohio Fire Code 409.2(d))

- The "tornado season" in accordance with the Ohio Fire Code is the period from the first (1st) day of April to the last day of July. (Ohio Fire Code 409.2(d))

- In conjunction with Emergency Evacuation Drills (drills or rapid dismissals), students shall be instructed regarding the precautions to be taken in the event of a tornado alert or warning. (Ohio Revised Code 3737.73 (B))

* School safety drills must be conducted in conjunction with and reported to law enforcement officials. (Ohio Revised Code 3737.73(D)). School officials should contact their legal counsel and/or their local law enforcement officials to ensure compliance with all applicable school safety drill requirements under Ohio Revised Code section 3737.73(D).

Record of Emergency Evacuation Drills

Each school's Record of Emergency Evacuation Drills shall be submitted to the State Fire Marshal twice a year: at the middle point of each school year and again at the end of each school year. (See Ohio Fire Code 405.1.1.1.)

Facility Name _____ **First Day of School** _____
Address _____ **Last Day of School** _____
City/State/Zip _____

Principal _____ **Fire Department** _____

EMERGENCY EVACUATION DRILLS

Month	Date/Time	Person conducting evacuation	No. of staff members on duty	No. of occupants evacuated	Special conditions simulated	Problems encountered	Weather conditions	Time to complete evacuation

TORNADO DRILLS

Month	Date/Time	Time to complete	No. evacuated to shelter locations	Weather

Signature of Responsible Person:_____Date:_____

Revised 2/2016