

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 (OFC) 403.5.1)
- ~ 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 (R.C.) 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. (R.C. 3737.73(F))
 - o 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. (R.C. 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.* (R.C. 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. (OFC 405.1.2)
- ~ Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. (OFC 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. (OFC 408.2(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. (OFC 408.2(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. (R.C. 3737.73(B))
- * School safety drills must be conducted in conjunction with and reported to law enforcement officials. (R.C. 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 R.C. 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 OFC 405.1.22)

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: _____