

## Record of Emergency Evacuation Drills-Instructions

### EMERGENCY EVACUATION DRILLS

- One Emergency Evacuation Drill shall be conducted during the first ten days of the new school year (Ohio Fire Code 408.3.2)
- At least nine Emergency Evacuation Drills shall be conducted during the school year (Ohio Revised Code 3737.73 (A))
- The Record of Emergency Evacuation Drills shall be submitted to the State Fire Marshal twice a year; at the middle point and again at the end of a school's operation during each school year (Ohio Fire Code 405.1.1.1)
- An Emergency Evacuation Drill is not required during the same month that a school safety drill is conducted, but that drill must be made up prior to the end of the school year (Ohio Revised Code 3737.73 (A) and 3737.73 (D)(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.
- The "tornado season" in accordance with the Ohio Fire Code is the period from the first (1<sup>st</sup>) day of April to the last day of July (Ohio Fire Code 409.2)

### SCHOOL SAFETY DRILLS

- School safety drills shall be conducted on or before each first (1<sup>st</sup>) day of December to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building, such as a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordnance on school property; or other act of violence (Ohio Revised Code 3737.73 (D))

## Record of Emergency Evacuation Drills

**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
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								

### TORNADO DRILLS

Month	Date/Time	Time to complete	No. evacuated to shelter locations	Weather
March				
April				
May				
June				
July				

### SCHOOL SAFETY DRILLS

Month	Date/Time	Length

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_