



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))
 - 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 schools 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

- 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. 3737.73 (D).

Record of Emergency Evacuation Drills-Instructions

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 405.1.2)

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 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 _____