



Department of Commerce

Division of State Fire Marshal

John R. Kasich, Governor
Andre T. Porter, Director

Dear Fire and School Official:

The Ohio Department of Commerce's Division of State Fire Marshal (SFM) is dedicated to enhancing safety in schools by working with schools and fire departments across Ohio. As a part of this process, we have a *School Emergency Evacuation-Tornado-School Safety Drill Recording Form*. The form will help all schools efficiently provide consistent, accurate and comprehensive information about drills to local fire code officials and the SFM.

I am also pleased to announce that through the combined efforts of local fire and school officials and inspectors from the SFM, inspection of fire drill record reviews at our schools are well underway. Ohio law requires fire official review of all emergency evacuation drill and tornado shelter records at least once per year.

I recommend fire safety inspections of schools by personnel from either the local fire department having jurisdiction or, upon request, from the Code Enforcement Bureau of the SFM. Fire safety inspections are not mandatory; however R.C. 3737.14 grants fire officials the authority to enter any premises in Ohio to conduct such inspections. For further information about the Ohio Revised Code and Ohio Fire Code rules relating to school fire safety and school safety drills, please visit the State Fire Marshal's home page online at <http://www.com.ohio.gov/fire/>.

School officials, please complete and submit the form to the State Fire Marshal - Code Enforcement Bureau, at the mid-point of the school year and then again at the end of the school year. The form can be submitted in one of three easy methods:

By email: Jennifer.smith2@com.state.oh.us

Via Fax: (614) 728-5168

By mail: Division of State Fire Marshal
Code Enforcement Bureau
8895 E. Main St.
Reynoldsburg, Ohio 43068

If you have any questions regarding the form, please do not hesitate to contact the Code Enforcement Bureau of the Division of State Fire Marshal at 1-888-276-0303, or 614-728-5460.

Sincerely,

Larry Flowers
State Fire Marshal of Ohio
Division of State Fire Marshal

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))
 - 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. (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).