

Record of Emergency Evacuation Drills

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

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))

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

<http://codes.ohio.gov/orc/3737.73> and <http://www2.iccsafe.org/states/ohiofire>

Month	Person conducting evacuation	Date	Time	Notification method used	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										

TORNADO DRILLS - Tornado drills shall be conducted at least once a month whenever school is in session during the tornado season. The "tornado season" is the period from the first day of April to the last day of July (OFC 409.2)

Month	Date	Hour	Time	No. evacuated	Weather
April					
May					
June					
July					

SCHOOL SAFETY DRILLS - School safety drills shall be conducted on or before each first 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))

Month	Date	Hour	Time	Length

Signature of Responsible Person: _____