

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 408.3.2)
- For schools that have a smoke detector¹ 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 shall be conducted during the school year. (Ohio Revised Code 3737.73 (F))
- 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)
- Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. (Ohio Fire Code 405.7)
- 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))
- If a public or private school or educational institution does not currently have smoke detectors or a sprinkler system in all classroom buildings of the school and must conduct at least nine drills or rapid dismissals during the school year, those drills or rapid dismissals may be combined with the three school safety drills that must also be conducted. However, at least one drill conducted 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))

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 (1st) day of April to the last day of July. (Ohio Fire Code 409.2)
- 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.

¹ Provisions of the OFC require that when a smoke detector is installed in an educational occupancy, it must be connected to the building fire alarm system. *OFC § 907.2.3*. Therefore, mere installation of a smoke detector in a school building may technically reduce the number of drills or rapid dismissals a principal is required to conduct, but doing so without proper connection to the fire alarm system – subject to inspection, testing, Ohio Building Code compliance and conformance with the applicable certificate of occupancy – could necessarily result in a violation of the Ohio Fire and Building Codes.

SCHOOL SAFETY DRILLS

- School safety drills shall be conducted at least three times during the school year to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building or rapidly evacuated in response to 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)(1))
- Each school safety drill shall be conducted in conjunction with the police chief or other similar chief law enforcement officer or designee of the municipal corporation, township, or township or joint police district in which the school or institution is located. In the absence of such person, the county sheriff of the county, or designee, in which the school or institution is located. (Ohio Revised Code 3737.73 (D)(1))
- In addition to the three school safety drills, the principal or person in charge shall conduct a theoretical school safety drill at least once during the school year to provide faculty and staff employed by the school or institution with instruction in the procedures to follow in such situations. This drill does not need to include student participation and may be conducted at the annual training session required by the Revised Code. (Ohio Revised Code 3737.73 (D)(1)(b))
- All required school safety drills shall be conducted pursuant to the district's or school's emergency management plan adopted under Section 3313.536 of the Ohio Revised Code. (Ohio Revised Code 3737.73 (D)(1)(c))

QUESTIONS

- **For questions regarding drills or rapid dismissals**, please contact the State Fire Marshal's Office, Code Enforcement Bureau, 8895 E. Main Street, Reynoldsburg, OH 43068; (614)728-5460; websfm@com.state.oh.us.
- **For questions regarding school safety drills**, please contact appropriate law enforcement for your jurisdiction (i.e., the police chief or other similar chief law enforcement officer, or designee, of your municipal corporation, township, or township or joint police district in which your school or institution is located, or, in absence of any such person, the county sheriff of the county, or designee, in which your school or institution is located).

