



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,

A handwritten signature in black ink, appearing to read "Larry Flowers".

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

Record of Emergency Evacuation Drills

Facility Name _____ **Address** _____
City _____ **State** _____ **Zip** _____
School District _____ **First Day of School** _____
Principal _____ **Last Day of School** _____
Fire Department _____

EMERGENCY EVAUCATION 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://www2.iccsafe.org/states/ohiofire>

Month	Person conducting evacuation	Date	Time of Day	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									

- ❖ To assist you in maintaining your drill records, the following Tornado and Safety Drill forms are provided below.

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	Time of Day	Time to complete	No. evacuated	Weather
March					
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: _____ Date: _____