



Ohio Department of Commerce

Division of State Fire Marshal

Code Enforcement

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Governor

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FIRE DRILL INSTRUCTIONS

Ohio Revised Code Chapter 3737

+R.C. § 3737.73 Fire drills and tornado drills; Educational occupancies +

(A) No principal or person in charge of a public or private school or educational institution having an average daily attendance of twenty or more pupils, and no person in charge of any children's home or orphanage housing twenty or more minor persons, shall willfully neglect to instruct and train such children by means of drills or rapid dismissals, so that such children in a sudden emergency may leave the building in the shortest possible time without confusion. The principal or person in charge of a school or educational institution shall conduct drills or rapid dismissals at least nine times during the school year, which shall be at the times and frequency prescribed in rules adopted by the fire marshal. However, no drill or rapid dismissal under this division need be conducted in any month that a school safety drill required under division (D) of this section is conducted as long as a total of nine drills or rapid dismissals under this division are conducted in the school year. The principal or person in charge of a children's home or orphanage shall conduct drills or rapid dismissals at least once each month while the home is in operation. In the case of schools, no principal or person in charge of a school shall willfully neglect to keep the doors and exits of such building unlocked during school hours. The fire marshal may order the immediate installation of necessary fire gongs or signals in such schools, institutions, or children's homes and enforce this division and divisions (B) and (C)(3) of this section.

(B) In conjunction with the drills or rapid dismissals required by division (A) of this section, principals or persons in charge of public or private primary and secondary schools, or educational institutions, shall instruct pupils in safety precautions to be taken in case of a tornado alert or warning. Such principals or persons in charge of such schools or institutions shall designate, in accordance with standards prescribed by the fire marshal, appropriate locations to be used to shelter pupils in case of a tornado, tornado alert, or warning.

(C)(1) The fire marshal or the fire marshal's designee shall annually inspect each school, institution, home, or orphanage subject to division (A) of this section to determine compliance with that division, and each school or institution subject to division (B) of this section to ascertain whether the locations comply with the prescribed standards prescribed under that division. Nothing in this section shall require a school or institution to construct or improve a facility or location for use as a shelter area.

(2) The fire marshal or the fire marshal's designee shall issue a warning to any person found in violation of division (A) or (B) of this section. The warning shall indicate the specific violation and a date by which such violation shall be corrected. No

(3) No person shall fail to correct violations by the date indicated on a warning issued under division (C)(2) of this section.

(D) School Safety Drills. *For the full text of this section, please review the appropriate publication of the Ohio Revised Code or consult your legal counsel*

R.C. 3737.99 Penalties for violations

(F) (F) Whoever violates division (C)(3) or (D)(5) of section 3737.73 of the Revised Code shall be fined one thousand dollars. **Effective 9/28/06**

Ohio Fire Code : 1301:7-7-04 Emergency planning and preparedness

405.1 General. Emergency evacuation drills complying with the provisions of this paragraph shall be conducted at least annually in the occupancies listed in paragraph (D)(2)(404.2) of this rule or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

405.1.1 A principal or person in charge of a public or private school or educational institution having an average daily attendance of twenty or more

pupils, shall instruct and train such children by means of drills or rapid dismissals at least nine times during the school year at the times and frequency prescribed in this rule, so that such children in a sudden emergency may leave the building in the shortest possible time without confusion in compliance with section 3737.73 of the Revised Code and this rule. A person in charge of any children's home or orphanage housing twenty or more minor persons shall instruct and train such children by means of drills or rapid dismissals at least once each month while the home is in operation.

405.1.1.1 Records. While school is in operation, the person responsible for conducting fire drills pursuant to section 3737.73 of the Revised Code shall file a copy of the fire drill records containing the information required under paragraph (E)(5)(405.5) of this rule and other information required by the fire marshal for inspection verification with the fire marshal. When required by the fire code official, such fire drill records shall also be submitted to the firefighting agency having jurisdiction that conducts inspections of the subject facility. Such fire drill records shall be submitted within the first three months and again during the last three months of a school's operation during each school year.

405.5 Record keeping. Records shall be maintained of required emergency evacuation drills and include the following information:

- (a) Identity of the person conducting the drill.
- (b) Date and time of the drill.
- (c) Notification method used.
- (d) Staff members on duty and participating.
- (e) Number of occupants evacuated.
- (f) Special conditions simulated.
- (g) Problems encountered.
- (h) Weather conditions when occupants were evacuated.
- (i) Time required to accomplish complete evacuation.

408.3 Group E occupancies and Group R-2 college and university buildings. Group E occupancies shall comply with the requirements of paragraphs (H)(3)(a)(408.3.1) to (H)(3)(d)(408.3.4) of this rule and paragraphs (A)(401) to (F)(406) of this rule. Group R-2 college and university buildings shall comply with the requirements of paragraphs (H)(3)(a)(408.3.1) and (H)(3)(c)(408.3.3) of this rule and paragraphs (A)(401) to (F)(406) of this rule.

408.3.1 First emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

408.3.2 Emergency evacuation drill frequency. Except as provided for in paragraph (E)(1)(a)(405.1.1) of this rule, in severe climates or during a month with inclement weather, the fire code official shall have the authority to approve the adjustment of the emergency evacuation drill frequency specified in paragraph (E)(2)(405.2) of this rule.

408.3.3 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

408.3.4 Assembly points. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

COM 5130 Revised 7/07

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RECORD OF EMERGENCY EVACUATION DRILLS

FACILITY NAME: _____ ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

Month	Person conducting drill	Date	Time	Notification method used	Staff members on duty	No. of occupants evacuated	Special conditions simulated	Problems encountered	Weather conditions	Time required to accomplish complete evacuation
August										
September										
October										
November										
December										
January										
February										
March										
April										
May										
June										
July										

PRINCIPAL OR PERSON IN CHARGE SIGNATURE: _____ PRINT NAME: _____