



Ohio Department of Commerce

Division of State Fire Marshal

Code Enforcement

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Bob Taft
Governor

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Director

FIRE DRILL INSTRUCTIONS

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 fifty 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 at least once a month while such school, institution, or children's home is in operation, so that such children in a sudden emergency may leave the building in the shortest possible time without confusion. In the case of schools, no such person 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 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 the standards prescribed by the fire marshal, appropriate locations to be used to shelter pupils in case of a tornado, tornado alert, or warning.

(D) The fire marshal or his 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 person shall fail to correct violations by the date indicated on a warning issued under this division. **Effective 7/1/79**

3737.99 Penalties for violations

(F) Whoever violates division (D) of section 3737.73 of the Revised Code shall be fined not less than five nor more than twenty dollars. **Effective 7/1/96**

1301:7-7-04 Emergency planning and preparedness

405.1 General. Emergency evacuation drills complying with the provisions of this paragraph shall be conducted in the occupancies listed in paragraphs (D)(2)(404.2) and (E)(1)(a)(405.1.1) 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 fifty or more pupils, and 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 a month while such school, institution, or children's home is in operation, 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.

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. 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.

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 deferral. Except as provided for in paragraph (E)(1)(a)(405.1.1) of this rule, in severe climates, the fire code official shall have the authority to modify 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. **Effective 9/1/05**

COM 5130 Revised 9/05

FINANCIAL INSTITUTIONS	INDUSTRIAL COMPLIANCE	LABOR & WORKER SAFETY	LIQUOR CONTROL
REAL ESTATE & PROFESSIONAL LICENSING	SECURITIES	STATE FIRE MARSHAL	UNCLAIMED FUNDS

"An Equal Opportunity Employer and Service Provider"

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: _____