



# EMERGENCY EVACUATION DRILL RECORD

- Monthly emergency evacuation drills are required under ORS 479.041(1)
- The first fire drill of each school year must be conducted within 10 days of the beginning of classes (Oregon Fire Code 408.3.1)

School/Facility Name: \_\_\_\_\_ Address: \_\_\_\_\_

Principal/Administrator: \_\_\_\_\_ School Year: \_\_\_\_\_

Instructions: 1. Conduct a drill once a month in accordance with the emergency plan to comply with Oregon Fire Code Section 405.2.

2. Complete this record after each drill. The form can be found at <http://www.tvfr.com/resources/code.aspx> or [http://www.oregon.gov/OSP/SFM/JFSI\\_FA\\_Curricula.shtml#Do\\_The\\_Drill](http://www.oregon.gov/OSP/SFM/JFSI_FA_Curricula.shtml#Do_The_Drill)

| Month | Date | Time <sup>1</sup><br>Start/End | Duration<br>(in mins) | Notification<br>Method<br>(alarm/other) | Weather<br>Conditions | # of Occupants<br>Evacuated<br>(students & staff) | Special Conditions <sup>2</sup> | All employees received<br>required emergency<br>preparedness training <sup>3</sup> | All students received at<br>least 30 mins<br>emergency instruction <sup>4</sup> | Witness<br>(initials) |
|-------|------|--------------------------------|-----------------------|---|-----------------------|---|---------------------------------|--|---|-----------------------|
| SEPT  |      |                                |                       |   |                       |   |                                 |  |   |                       |
| OCT   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| NOV   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| DEC   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| JAN   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| FEB   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| MAR   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| APR   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| MAY   |      |                                |                       |   |                       |   |                                 |  |   |                       |
| JUNE  |      |                                |                       |   |                       |   |                                 |  |   |                       |
| JULY  |      |                                |                       |   |                       |   |                                 |  |   |                       |
| AUG   |      |                                |                       |   |                       |   |                                 |  |   |                       |

<sup>1</sup> Time starts when the alarm is activated and stops when the last person is out of the building.

<sup>2</sup> Students should practice evacuating under a variety of circumstances. A drill should occur during regular classes, gym, an assembly, recess, and with staged obstacles, such as a blocked exit or missing students.

<sup>3</sup> All employees must receive training in fire prevention, evacuation, and fire safety in accordance with OFC Sections 406.31 – 406.3.4.

<sup>4</sup> All students must receive at least 30 minutes of instruction on fire, earthquake, and tsunami dangers (where appropriate), and fire drills each month per ORS 336.071.

**At the end of the year, please make a copy of this form and forward it to your nearest Division Office:**

**North Division**

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Aloha, OR 97007  
Phone: 503-259-1400  
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Tualatin, OR 97062  
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