



FIRE/EMERGENCY EVACUATION DRILL RECORD

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

School Name: _____ Address: _____
 Principal/Administrator: _____ School Year: _____

- Instructions:
1. Conduct a drill once a month in accordance with your established emergency plan and Oregon Fire Code Section 405.2 and Chapter 421 amending ORS 336.071 (HB2661).
 2. Complete this record after each drill.
 3. This record may be completed and downloaded online at www.oregon.gov/osp/sfm/.
 4. Attach list of staff on duty and participating each time a drill is conducted.

Total Staff _____
 Total Students _____

Month	Date	Time Start/End	* Duration (in minutes)	Notification Method (alarm/other)	Weather Conditions	* Special Conditions /Problems Encountered (e.g., primary exit doors blocked, students missing, problems encountered, special assistance required by occupants)	* Staff Training (Yes/No)	* Student Instruction (Yes/No)	Type of Drill (e.g. Fire, Earthquake, Lockdown)
SEP		/							
OCT		/							
NOV		/							
DEC		/							
JAN		/							
FEB		/							
MAR		/							
APR		/							
MAY		/							
JUN		/							
JUL		/							
AUG		/							

- * Duration is calculated from the moment the alarm is activated until the last person reaches safe evacuation area not less than 50 feet from the building.
- * Drills should occur during an assembly, gym, class, recess, and with a staged variant such as a blocked exit way at least once per year.
- * At least 30 minutes each school month shall be used to required to instruct and drill students on emergency procedures on fires; earthquakes; tsunamis (in schools in a tsunami hazard zone); safety threats (including lockdown, lockout, shelter-in-place and evacuation).
- * All employees shall be trained in fire prevention, evacuation, emergency lockdown, and fire safety (2014 Oregon Fire Code, Section 406.1 - 406.3.4).