



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

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

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

² 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.

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

⁴ 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

20665 SW Blanton St
Aloha, OR 97007
Phone: 503-259-1400
Fax: 503-259-1224

Central Division

11945 SW 70th
Tigard, OR 97223
Phone: 503-649-8577
Fax: 503-642-4814

South Division

7401 SW Washo Court, Suite 101
Tualatin, OR 97062
Phone: 503-259-1500
Fax: 503-259-1520