



EMERGENCY EVACUATION DRILL RECORD

- Monthly emergency evacuation drills are required under ORS 336.071.
- The first fire drill of each school year must be conducted within 10 days of the beginning of classes (Oregon Fire Code 403.5.1).

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 <https://www.tvfr.com/DocumentCenter/View/3456/Emergency-Evacuation-Drill-Record>.

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 406.3.1 – 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 (3).
⁵ Other drill resources: Oregon State Fire Marshal [DoTheDrill.pdf \(oregon.gov\)](https://www.oregon.gov/OSFM/Pages/DoTheDrill.pdf)

At the end of the year, please make a copy of this form and keep it on site for Fire Marshal review:

Command & Business Operations Center
 11945 SW 70th
 Tigard, OR 97223
 Phone: 503-649-8577

South Operating Center
 8445 SW Elligsen Rd
 Wilsonville, OR 97070
 Phone: 503-259-1500

