



# 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 403.4.1).

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 [www.rdmfire.org](http://www.rdmfire.org).

Month	Date	Time <sup>1</sup> Start/End	Duration (in mins)	Notification Method (alarm/other)	Weather Conditions	# of Occupants Evacuated (students & staff)	Special Conditions <sup>2</sup>	All employees received required emergency preparedness training <sup>3</sup>	All students received at least 30 mins emergency instruction <sup>4</sup>	Witness (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 406.3.1 – 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 (3).

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

**Redmond Fire & Rescue**

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 Redmond, OR 97756  
 (541) 504-5000