

DELAWARE CITY SCHOOLS

FIRE DRILL INSTRUCTIONS

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Record of all drills and alarms

Month	Date	Hour	Time	No. Evac.	Weather	Month	Date	Hour	Time	No. Evac.	Weather
August						February					
September						March					
October						April					
November						May					
December						June					
January						July					

1301:7-7-07 Emergency Planning and Preparedness
 (A) Section FM-701.0 General
 FM-701.2 Information: Written reports submitted to the code official pertaining to fire exit drills shall contain the following information, as applicable where fire drills are required by rule 1301:7-7-07 of the Administrative Code.

- (a) Time of drill;
- (b) Date of drill;
- (c) Weather conditions when occupants were evacuated;
- (d) Number of occupants evacuated;
- (e) Total time for evacuation; and
- (f) Other information relevant to the drill.

(C) Section FM-203.0 Educational Occupancies
 (1) FM-703.1 General: A principal or person in charge of a public or private school or educational institution and a person in charge of a children's home or orphanage shall comply with section 3737.73 of the Revised Code.

FM703.1.1 The operator of a home, as defined in section 3721.01 of the Revised Code, shall instruct and train all patients and residents by means of fire drills or rapid dismissals.

(2) FM-703.2 Frequency: There shall be at least two exit fire drills during the first two weeks of a school term and eight additional fired exit drills per year. In climates where the weather is severe during the winter months, at least six drills shall be held at the beginning of the school term and four drills after the winter months to complete the ten required drills. When such school, institution, or children's home or child care facility is in operation fire drills shall be conducted at least once a month.

(3) FM-703.3 Records: A record of fire exit drills shall be kept on the premises and the person(s) responsible for such occupancies shall file written reports with the code official not less than twice a year. Each report shall contain the information listed in paragraph (A)(2)(FM-701.2) of this rule.

(4) FM-703.4 Evacuation: In public or private schools or education institutions or children's homes or orphanages, fire drills shall include the complete evacuation of all persons from the building.

3737.73 Fire Drills and Tornado Drills; Educational Occupancies

(A) No principal or person in charge of a public or private school or educational institution having an average daily attendance of fifty or more pupils, and no person in charge of any children's home or orphanage housing twenty or more minor persons, shall willfully neglect to instruct and train such children by means of drills or rapid dismissals at least once a month while such school, institution, or children's home is in operation, so that such children in a sudden emergency may leave the building in the shortest possible time without confusion. In the case of school, no such person shall willfully neglect to keep the doors and exits of such building unlocked during school hours. The fire marshal may order the immediate installation of necessary fire gongs or signals in such schools, institutions, or children's homes and enforce this section.

(B) In conjunction with the drills or rapid dismissals required by division (A) of this section, principals or persons in charge of public or private primary and secondary schools, or educational institutions, shall instruct pupils in safety precautions to be taken in case of a tornado alert or warning. Such principals or persons in charge of such schools or institutions shall designate, in accordance with the standards prescribed by the fire marshal, appropriate locations to be used to shelter pupils in case of a tornado, tornado alert, or warning.

(D) The fire marshal or his designee shall issue a warning to any person found in violation of division (A) or (B) of this section. The warning shall indicate the specific violation and a date by which such violation shall be corrected. No person shall fail to correct violations by the date indicated on a warning issued under this division.

3737.99 Penalties for Violations

(F) Whoever violates division (D) of section 3737.73 of the Revised Code shall be fined not less than five nor more than twenty dollars.