

# Multnomah Education Service District

Code: **EBCB-AR(2)**  
 Adopted: 7/1/10

## Monthly Drills Reporting Form

Annual Fire Drill Report

Year Ending: June 30, \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of Pupils: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_

Number of Exits: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Date/ Time	Duration Of Drill In Minutes	Regular Type Drill	Blocked Exit Drill	Assembly Or Auditorium	Café- teria	Before Or After School	During Class Change	Earth- quake	Lock Down
9/_____ ____ am/pm									
9/_____ ____ am/pm									
9/_____ ____ am/pm									
9/_____ ____ am/pm									
9/_____ ____ am/pm									
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9/_____ ____ am/pm									
9/_____ ____ am/pm									
9/_____ ____ am/pm									
9/_____ ____ am/pm									

Signed: \_\_\_\_\_ Principal

Date: \_\_\_\_\_

(Due to superintendent's office: June 20)

## 2003 International Fire Code

<b>General:</b>	Where required by Section 404.2, fire drill shall be conducted in accordance with Section 405 and 408. Emergency evacuation drills shall be conducted in a manner that provides for execution of procedures set forth in the emergency plan. In addition, drills shall include a review of the emergency plan and execution of assigned employee duties. Earthquake and Lock Down drills shall be included in the plan and practiced. The orderly evacuation of the building shall receive priority over the speed of evacuation.
<b>Emergency Evacuation Drills:</b>	Emergency evacuation drills in public and private preschools, grade, middle and high schools or like occupancies shall be conducted in accordance with ORS 336.071, 479.140 and the following:
<b>Section 405:</b>	
<b>Frequency:</b>	Shall be conducted at least once a week during the month of September and at least once each month during school session.
<b>Drill Times and Conditions:</b>	Shall be conducted at vary times and under varying conditions to simulate conditions that could occur during a fire or other emergency.
<b>Records:</b>	Records of fire drills shall be maintained on the premises for review by the Fire Marshal. Record shall include the date and time of each drill, the person conducting the drill, time required to evacuate the building and other information relative to the drill.
<b>Initiation:</b>	When a fire alarm system is provided, fire drills shall be initiated by activation of the fire alarm system.
<b>Extent of Evacuation:</b>	Shall include the complete evacuation of all persons from the building or portion thereof used for educational purposes. EXCEPTION: The staff member responsible for handling emergency communications.
<b>Accountability:</b>	As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

**Section 408:**

**First Emergency Evacuation Drill:**

The first emergency evacuation drill of each year shall be conducted within 10 days of the beginning of classes.

**Time of Day:**

Emergency evacuation drills shall be conducted at different hours of the day, during the changing of classes, when the school is at assembly, during the recess or gymnastics periods, or during other times to avoid distinction between drills and actual fires.

**Assembly Points:**

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep classes separate to provide accountability of all individuals.

A copy of this Fire Drill Report is to be sent at the close of each school year to:

Mailed and Faxed:

Office of the Superintendent - Multnomah ESD

11611 NE Ainsworth Circle

Portland, Oregon 97220

Fax:

503-257-1525