



## Portland Fire Code (PFC)

When required by Section 404.2 of the PFC, fire drills shall be conducted in accordance with Sections 405 and 408. Emergency evacuation drills shall be conducted in a manner that executes the procedures in the Fire Safety and Evacuation Plan. Drills shall also include a review of the emergency plan and execution of assigned employee duties (e.g. sweep of unsupervised areas). Earthquake and lockdown drills shall be included in the plan and practiced. Earthquake and lockdown drills cannot be substituted for the required monthly fire drills.

**The orderly evacuation of the building shall receive priority over the speed of evacuation.**

### Emergency Evacuation Drills

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:

### PFC Section 405

**Frequencies** - Fire drills shall be conducted at least once each month during school sessions.

**Drill Times and Conditions** - Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. For this reason, pre-notification to staff members of planned fire drills is not recommended.

**Records** - Records of fire drills shall be maintained on the premises for review by the Fire Marshal. Records 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. For each fire drill, the simulated location of the fire shall be documented. A designated staff member or flashing light can be used for drill purposes.

**Initiation** - When a fire alarm system is provided, fire drills shall be initiated by activation of the fire alarm system.

**Extent of Evacuation** - Fire drills 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.

**Accountability** - 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. A minimum of 2 fire drills per year will be conducted outside the normal class schedule (e.g. lunch, during class change, or immediately following an assembly).

**Assembly points** - Outdoor assembly areas must be designated and shall be located a safe distance from the building being evacuated 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 must be kept on site (e.g. red binder) for reference. Fire Drill Reports from the previous three years shall be available for review.\*\*\***