

Procedure for Performance of Fire/Emergency Evacuation Drills

NAME: Fire Drill Procedure/Policy
ISSUING DEPARTMENT Environmental Health & Safety
ISSUED DATE: January 15, 2003
REVIEWED DATE: March, 2015
APPROVING AUTHORITY: President *J. H. H29*
DATE REVISED: March 24, 2014

PURPOSE

The responsibility for the planning, enforcement, and conduct of fire drills shall be assigned only to the Environmental Health & Safety Coordinator. This individual will jointly insure every modification in detail of procedure to make the drills most effective for their intended purpose in any individual building.

SCOPE

This procedure concerns all instructional and non-instructional departments. Fire drills shall be regularly conducted within all University buildings. The provisions of this policy shall be applicable to all University faculty, staff and students. This policy is prepared with guidance from the NFPA 101-Life Safety Code Version 2006, and the 2006 International Fire Code.

FORMS

Policy/Procedure Form. See attached Fire/Emergency Drill Report Form

RESPONSIBILITY

The Environmental Health & Safety Coordinator is responsible for the creation, modification and updating of this procedure. Annual review will be performed and submitted electronically on or before July 1st of each year.

PROCEDURE

Responsibilities

Environmental Health and Safety Coordinator: To insure an atmosphere of preparedness exists at all times. Plan, conduct and oversee fire drills across the campus.

Residence Hall Directors: Plan and coordinate the emergency response of residence life staff and residents within buildings. Plan training with EH&S Coordinator as required for all residents regarding fire safety and evacuation.

1. Drill Frequency:

- A. Fire Drills shall be held with sufficient frequency so as to familiarize all building occupants with the drill procedures and to have the conduct of the drill a matter of established routine. Drills shall be held at unexpected times and under varying conditions so as to simulate the unusual conditions observed in case of a fire.
- B. Residence Halls: At least one fire drill per month during normal semester occupancy. Also at the discretion of the EH&S Coordinator or Residence Hall Director during summer months when sufficient occupancy exists.
- C. Classroom and Administrative Buildings: At least one fire drill each semester shall be performed. The fire drill will be held within the first 10 days of the semester (weather permitting).

2. Drill Procedure:

Staff Requirements-

- A. All fire drills conducted during business hours shall have the following personnel present: EH&S Coordinator, Police Officer, and Electrician or other Facilities representative.
- B. All fire drills conducted after business hours should have the following present: EH&S Coordinator and Campus Police Officer, and a Maintenance representative if available.
- C. Fire drills conducted for the residence halls will be unscheduled and conducted at the direction of the EH&S Coordinator and University Police. The first fire drill of each semester will be scheduled with the Resident Hall Director. This will be used as an educational opportunity for all residence life staff, to be trained on responsibilities during an emergency evacuation.

- D. For residence halls, at least one fire drill shall occur either after or before sunrise each semester.

Occupant Responsibilities-

- A. All occupants in the building shall participate in the fire drill activity.
- B. Once the fire alarm sounds all occupants shall exit the building in an orderly fashion, and remain a safe distance of at least 50 feet from the building.
- C. The occupants of the building shall not re-enter the building until the drill supervisor indicates the drill is complete.

Building checks for evacuation compliance-

- A. The staff conducting the fire drills will assure the building occupants have evacuated the building.
- B. Random checks of residence hall rooms will be conducted by Residence Life staff, EH&S Coordinator, or Police Officer present for the drill.
- C. Any individuals found to have remained in the building will be noted and reported to either Residence Life, or their supervisor.

3. Documentation:

- A. A written report of each fire drill conducted will be prepared by a staff member performing the fire drill.
- B. The written reports will be maintained by the EH&S Coordinator who will in turn, maintain a cumulative record of all fire drills conducted.
- C. The attached form will be utilized for this reporting purpose.

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices. The Environmental Health & Safety Office will update the information on their web content area and will email the web master with the updated link to be added to the MU Policy/Procedure Directory.

MANSFIELD UNIVERSITY
FIRE ALARM/DRILL RESPONSE FORM

Date: _____ Time: _____ (24-hour clock)

Fire Location : _____

1. Your Name: _____ Phone Contact : _____
 2. Witness Name: _____
 3. Were there any injuries: Yes No - If yes attach Injury Report Form (STD-430)
 4. Did the fire alarm activate: Yes No
 5. Was a Fire Extinguisher Used: Yes No
-
6. Was there any Damage to University Property : Yes No
 7. Was there any personal property damage: Yes No - If Yes list Names of Property Owners

Cause – Unintentional - Yes No N/A

Intentional - Yes No N/A

Fire Alarms -

Intentional - Yes No

(Malicious pull of fire alarm/intentional activation; vandalism)

Accidental - Yes No

(Activation by cooking, airborne dust, steam, tobacco smoke, hairspray, etc.)

Other -Yes No

(Mechanical problem, inadvertent activation by maintenance activities, contractors, etc.)

Fire Drill –

Drill Supervisor – _____

Drill Time Started - _____ Drill Time Completed - _____

Comments (please include problems noted, devices that didn't work properly, other observations, etc):