I. Fire Drills

A. Institutions must establish fire safety and fire drill procedures.

B. All incidents of unintentional/non control burn fires must be reported to the appropriate personnel (e.g., institutional law enforcement) whether Fire Department response is required or not.

C. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas.

D. All employees shall be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc.. Also, do not use elevators in the event of fire.

E. In addition, the following procedures should be reviewed with employees.

1. Fire Safety

a. Although the potential for fire always exists, routine inspections, maintenance, and training are effective elements in reducing bodily injury, loss of life, and damage to property.

b. All faculty, staff and students should be knowledgeable of those elements which cause fires and of procedures to eliminate them. Everyone should be aware of basic fire safety regulations and conditions that have potential to start a fire, such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, paper, etc.

c. Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, and firefighting equipment are essential. At the same time, each facility should have posted evacuation plans, illuminated exit signs, functional emergency lights, self-closing doors, and any necessary special fire safety equipment.

d. Fires present a danger to individuals within a limited area and usually will not require action of the Emergency Operations Center (EOC) unless the fire is out of control and numerous potential or actual casualties are involved. After defining the hazard area, personnel will be evacuated from buildings by activating the fire alarm system and will be moved a safe distance (at least 100 yards) away to the designated areas. The area should then be secured until the firefighting personnel arrive. Supervisory personnel will make every effort to account for faculty, staff, and students and prevent unauthorized personnel from entering the building.

2. Fire Alarm

a. Fire alarms will consist of (insert alarm signal (e.g., intermittent sound of buzzer, or continuous sonic whistle).

b. This alarm will be used when a serious fire is burning or possible explosion is imminent in one of the buildings occupied by students, faculty, and staff.

3. What to do in case of fire

a. When the fire alarm is sounded, all students, faculty and staff should clear the buildings by the nearest exit and proceed to a designated assembly area as announced.

b. Any individuals with disabilities should be assisted in exiting the building.

c. Students, faculty, and staff should stand clear unless called upon to help.

d. Do not return to the building until the all clear is given.

4. Drill Summary

a. After each drill, a review will be conducted to determine the following:

(1) Could the alarm be heard in all areas of the building?

(2) How long did it take for employees to respond and evacuate the building?

(3) Identify those individuals who ignored the alarm and did not evacuate.

5. Residence Halls

a. (Describe procedures for Fire Drills and Evacuations of residence halls or reference the appropriate residence hall manual containing that information.)