



Environmental Health & Safety

Policy & Procedure #3

TITLE

FIRE DRILL PROCEDURE FOR UNIVERSITY BUILDINGS

OBJECTIVE AND PURPOSE

The purpose of fire drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Fire drills are used as a tool to:

- ◆ Allow occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm.
- ◆ Identify problems with the fire alarm components.
- ◆ Determine if additional equipment is necessary in certain areas of the building.
- ◆ Monitor the evacuations of buildings to ensure evacuations are performed properly.
- ◆ Provide information on the amount of time it takes to evacuate a building and which exits are generally used.

GENERAL PROCEDURES

To ensure Florida Atlantic University complies with The State of Florida, statutes, laws, and regulations, fire drills shall be conducted as follows.

- ◆ The drill coordinator (University Fire Safety Officer or designee) shall schedule a date and time for the drill when most occupants will be in the building.
- ◆ The drill coordinator shall inform campus police, maintenance, and the building supervisor of the exact time the alarm will be activated for the drill.
- ◆ The drill coordinator shall activate the fire alarm at the appointed time.
- ◆ **All building occupants shall evacuate the building when the fire alarm sounds.**
- ◆ Failure to leave a building, or preventing another from leaving a building, when a fire alarm sounds is a violation of state law.
- ◆ Elevators shall not be used during evacuations.
- ◆ Occupants shall assemble at their designated assembly area(s) upon evacuating a building.
- ◆ Primary and secondary (backup) personnel shall be designated to help individuals requiring assistance in residence halls.
- ◆ When the drill coordinator is certain that all occupants have evacuated, the fire alarm will be silenced, reset, and the occupants may be permitted to re-enter the building.
- ◆ Fire drills shall be monitored for effectiveness, documented, and retained for State Fire Marshal Inspections.

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APPROVED:	Vice President	Associate V.P.	Director

- ◆ Fire drills shall be conducted according to the following schedules:
 - a) A.D. Henderson University School and the Karen R. Slattery Educational Research Center for Child Development will have a minimum of ten drills per academic year. The Henderson School principal and the Child Development Center director are designated to conduct drills and maintain necessary documents related to the drills. However, the drill schedule will be sent to EH&S at the beginning of the school year, and the University Fire Safety Officer will ensure drills are completed as required.
 - b) Residence Halls will have a minimum of one fire drill per semester. Department of Housing and Residential Life administrative personnel shall conduct fire drills and forward all reports to EH&S within three working days. Drills will be periodically supervised by the University Fire Safety Officer. Housing and Residential Life will notify EH&S at least two business days prior to fire drills.
 - c) All other University buildings will have one fire drill annually.

RESPONSIBILITY

ACTION

**ENVIRONMENTAL
HEALTH AND
SAFETY**

- ◆ Trains designees, supervises, coordinates, and conducts fire drills on campuses.
- ◆ Monitors the effectiveness of fire drills as necessary.
- ◆ Maintains records of all fire drills, except for Henderson and Slattery.
- ◆ Notes any deficiencies and takes appropriate actions to correct them.
- ◆ Notifies FAU Maintenance three days in advance and the University Police at least one hour prior to drills.
- ◆ Informs the building supervisor of the date and time of the drill, at least two months prior to the drill.

**BUILDING
SUPERVISOR**

- ◆ Notifies the Deans and Directors of the fire drill schedule and the time the alarm will be activated. If the drill conflicts with a specific activity that cannot be rescheduled, the building supervisor, upon consultation with the appropriate Deans and/or Directors, shall notify EH&S the drill has to be cancelled and provide an alternate date and time.
- ◆ Know the needs and capabilities of people requiring assistance who are routinely in your work area.

**UNIVERSITY
POLICE**

- ◆ In the case of satellite campuses, notifies the local Fire Department of scheduled fire drills.
- ◆ Searches buildings to make certain that all occupants have evacuated as required.