



# 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 an avenue to systematically identify various fire safety issues such as:

- ◆ 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.
- ◆ Determining if additional equipment is necessary in certain areas of the building.
- ◆ Monitor if the evacuation of the building is performed as required.
- ◆ Providing 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, shall be conducted as follows.

- ◆ The drill coordinator (Fire Safety Officer) shall schedule a date and time for the drill when most occupants will be in the building.
- ◆ The coordinator shall inform campus police, maintenance, and the building supervisor of the exact time the alarm will be pulled for the drill.
- ◆ The coordinator shall activate the fire alarm.
- ◆ **All building occupants shall evacuate the building when the fire alarm sounds.**
- ◆ It is a violation of the state law for failure not to leave the building or to prevent another person from leaving when the alarm is sounds.
- ◆ Elevators shall not be used during evacuation.
- ◆ An outside location shall be designated for occupants to assemble following the evacuation.
- ◆ Primary and secondary (backup) personnel shall be designated to help individuals requiring assistance.
- ◆ When the 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 and shall be recorded and filed at EH&S for State Fire Marshal Inspections.

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<b>APPROVED:</b>	Vice President	Associate V.P.	Director

- ◆ Fire drills shall be conducted by 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.
  - b. Residence Halls will have a minimum of one fire drill a semester. The Department of Housing and Residential Life shall conduct fire drills and forward all reports to EH&S within three working days. The drill will be supervised by the Fire Safety Officer as needed.
  - c. All other University buildings will have one fire drill annually.

**ACTION**

**ENVIRONMENTAL  
HEALTH AND  
SAFETY**

- ◆ Coordinates and conducts fire drills on campuses.
- ◆ Monitors the effectiveness of fire drills.
- ◆ Maintains records of all drills.
- ◆ Notes any deficiencies and take appropriate actions to correct them.
- ◆ Notify FAU Maintenance three days in advance and the University Police at least one hour before the drill.
- ◆ 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 an 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.
- ◆ Maintains a list of the people requiring special assistance during fire drill evacuation.

**UNIVERSITY  
POLICE**

- ◆ Notifies the Boca Raton Fire Department of the scheduled fire drill.
- ◆ Searches the building to make certain that all occupants have evacuated as required.