

# Fire Drill

## Goal

To familiarize employees with the emergency procedures and the location of means of egress components provided within the facility. The fire drill is a tool that is used to ensure that occupants react properly in the event of an actual emergency.

## Pre-Drill Assessment

- All exits are clearly marked
- Exit signs are posted and in working order
- Exit doors are in working order with appropriate panic bars
- Fire doors are in working order
- Corridors are free of obstructions
- Fire sprinklers are clear of clutter with at least an 18" clearance below them
- Fire alarm system components are in working order and not blocked
- Building evacuation maps are posted and up to date
  - Nearest exits are emphasized on each plan
- Assembly areas are clearly marked & at least 100 feet away, 300 feet is better
- Incident Command Center location has been determined
- Fire extinguishers are in their proper location appropriately marked (every 75 feet or 3000 sq. ft.)
- Review Emergency Action Plan to insure it is up to date
- Ensure all related check-off lists are available
- Double check employee check-off list to be used to determine head count at the assembly areas

- Check to see if all emergency equipment and supplies are available and in good working order

### **Management Objectives**

- Frequency of the drill \_\_\_\_\_
- Nature of the drill \_\_\_\_\_Walk through \_\_\_\_\_Announced  
\_\_\_\_\_ Surprise
- Drill safety - assessment of means of egress
- Roles and responsibilities of occupants
- Roles and responsibilities of BEC/ERT/MERT members  
(Building Evacuation Coordinator, Emergency Response Team,  
Medical Emergency Response Team)
- Roles and responsibilities of Evacuation Planning & Implementation team
- Coordination with security command
- Coordination with fire department
- Coordination within the facility

### **Occupant Objectives**

- Will rapidly recognize the notification alarm
- Will take appropriate actions including the shutdown of machinery or processes if any
- Will know all available exit points
- Will immediately exit the building using known safe exit points
- Will provide assistance to visitors or guests
- Will exit quietly in an orderly fashion
- Will note any occupants needing assistance and report who it is and where they are
- Will go directly to their pre-determined assembly area and not leave

## Determine

### Type of drill

- Walk through - a specific part of the evacuation plan is practiced
- Announced drill - where all employees are aware of a pending fire drill
- Surprise drill - no pre-drill training or notification
- With victims or not Y / N - Number of victims \_\_\_\_\_
- With or without local Fire Department Y / N

## Determine

### Fire Department Involvement

- Pick date / time for drill - \_\_\_\_/\_\_\_\_/ \_\_\_\_ am - pm
- Roll-up Code 3 post alarm to evacuate - contact Incident Command - no other activities
- Roll-up Code 3 post alarm to evacuate - contact Incident Command - victim's trapped in building
- Fire Department cannot be involved

## Pre-Drill Training

- Broadcast email to all employees with a detailed list of their responsibilities
- A 1-2 hour building evacuation coordinator training program for all BEC/ERT/MERT members - include evacuation support staff if possible

### **Support Staff Selection and Duties**

- Specific staff to overview and critique evacuation
- Build duty checklist (benchmark) including drill evaluation location
- Build duty checklist including drill evaluation location

### **Additional Elements**

- Advise neighbors of pending drills
- Advise Fire and Police dispatch

### **The Drill**

- Life Safety Associates® will provide support to Moulage victims; stage victims, place drill signs, critique & debrief drill
- Develop benchmark/checklist
- Moulage victims
- Stage victims
- Place drill signs
- Advise Fire and Police dispatch
- Evaluate, critique and debrief - Post-mortem

Cost: \$392.00