Appendix B

Fire Drill Performance Guide

The information below has been developed to assist departments respond to fires and fire drills.

1. All staff should know:
   a. The location of the nearest fire extinguisher and how to use it
   b. The location of two exits
   c. The location of the nearest fire alarm pull station
   d. Dial 911

2. When the fire alarm sounds
   a. Leave the building
   b. Ensure that rooms are checked for occupants who may not have heard the alarm
   c. Close all doors
   d. Do not use the elevator
   e. Turn off equipment if time permits (Within 30 seconds of hearing the alarm) and take valuables (keys, purses)
   f. Assembly at a pre-determined location (each dept. decides) that is at least 50 feet away from the building
   g. Do no re-enter the building until notice is given by UT Police, Fire Dept. or those individuals conducting the drill