

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 not re-enter the building until notice is given by UT Police, Fire Dept. or those individuals conducting the drill