

Fire Drill Procedure and Guide

University of Tennessee Safety Procedure FS-002

Document Contact: EHS-Fire Safety

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Purpose, Applicability, and Scope

Purpose – The purpose of this document is to provide guidance for fire drills.

Applicability – This guide shall apply to campus buildings where fire drills are conducted.

Definitions and Abbreviations

EHS – Environmental Health and Safety

NFPA – National Fire Protection Association

OSHA – Occupational Safety and Health Administration

Roles and Responsibilities

Environmental Health and Safety will:

- a. Maintain this written plan and place in the online safety manual
- b. Assist with the implementation and interpretation of the plan
- c. Conduct fire drills
- d. Maintain records as required

Department heads (Responsible Units) in buildings where fire drills are conducted shall:

- a. Ensure staff are trained in fire drill response
- b. Report any problems or concerns related to fire drills
- c. Employees shall:
- d. Participate in required training
- e. Respond as required to fire alarm activation
- f. Report any problems associated with the fire drill performance

Procedures

Environmental, Health and Safety (EHS) is available to assist departments with fire drills. Fire drills should be realistic and held at different times.

The general procedure for responding to a fire evacuation can be remembered by using the **RACE** mnemonic:

R- Rescue anyone in danger if it is safe to do so.

A – Sound the **Alarm** by activating the building's fire alarm system or use another method to alert occupants. Have someone call 911

C – Close all doors

E – Extinguish the fire if safe to do so or evacuate the structure.

*note that designated individuals should check the area to ensure everyone hears the alarm and evacuates.

- EHS shall coordinate with the Electric Shop from Facilities Services to schedule drills.
- The performance of the fire alarm system shall be evaluated during the drill and noted on the evaluation form. Feedback shall be given to occupants on drill performance if possible
- The date and time of a drill are generally not announced to building occupants. However, there are times when prior notice will be provided (e.g. first drill in a new building).
- All occupants are expected to participate in fire drills in their building. Failure to evacuate the building may result in disciplinary action.
- False alarms may be counted as drills provided information and general performance can be documented.
- Required (by code) drill frequency is found in Appendix C.

Recordkeeping

EHS will maintain a record of fire drill performance for at least three years. Departments that conduct their own fire drills should likewise maintain records for at least three years.

Training and Information

Fire drill training is available from EHS in the form of online training or in-person instructor to conduct site-specific training. Note that departments are also encouraged to develop their own fire plans. EHS is available to assist develop these plans as well. Records of fire drills shall be kept at least three years by EHS or by the department that conduct their own. A single page guide for fire drill performance is available as Appendix C

Regulatory Drivers and References

NFPA 101 standard adopted by the Authority Having Jurisdiction

OSHA CFR 1910.35

Appendices

Fire Drill Evaluation Form for Business Occupancies (Appendix A)

Fire Drill Performance Guide (Appendix B)

Required Fire Drill Frequency (Appendix C)

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Appendix A

Fire Drill Evaluation Form

For Business Occupancies

Name of Building: _____

Person Conducting the Drill: _____

Date of Drill: _____ Time of Drill: _____

Note that partial credit may be awarded for any measure based on the level of performance

Performance Criteria	Score	Possible Points
Occupant Performance		70
Were rooms checked (cleared) by staff in the building?		10
Was the staff familiar with the location and use of portable fire extinguishers?		10
Were all doors shut as part of the drill?		10
Did occupants evacuate in a timely manner (<3 minutes)?		10
Were provisions made for the physically challenged?		10
Did evacuees assemble in the correct location?		10
Did staff stay outside the building until the drill was cancelled?		10
Alarm System and Associated Equipment		30
Did the pull station operate properly?		5
Did all signaling devices (horn, light, bells, and speakers) operate properly?		5
Did the alarm report to the main panel?		5
Did the alarm report to Central Alarm?		5
Were the elevators recalled to the main floor automatically or recalled by use of the elevator key?		5
Did the panel reset?		5
Total Score		100

Comments and notes:

This form should be kept for at least three years.

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

Appendix C

Required Fire Drill Frequency

Dormitories

4 drills per year X 11 dorms = 44 drills

Day Cares

2019 Lake Avenue - 1 drill per month x 12 months = 12 drills

2016 Lake Avenue – 1 drill per month x 12 months – 12 drills

Pediatric Language Clinic - Mountcastle-1 drill per month x 12 months = 12 drills

White Avenue Child Development Lab - 1 drill per month x 12 months = 12 drills

Fraternities

1 drill per month X 10 months X 12 fraternities = 120 drills

Sororities

4 drills per year x 13 Sororities = 52 drills

Assembly and Business Occupancies

Frequency: Annual. Involves all occupants.