



FIRE DRILL PROCEDURES

EMPLOYEES:

Upon hearing a fire alarm, leave the building immediately. Walk, don't run. ALWAYS USE STAIRWELLS; DO NOT USE ELEVATORS! If there is a delay getting through the exit, do not shove. Wait your turn. Keep calm. DO NOT DELAY leaving the building. Forget valuables, save your life! Assist any handicapped person or visitor in the building. **NEVER ASSUME AN ALARM IS A TEST!**

BUILDING SERVICES STAFF:

Building Services Staff will be responsible for conducting the Fire Drill and coordinating with the Control Center. Building Service Staff will assure that the evacuation plan is carried out and that everyone vacates the building. This is achieved by receiving reports from and communications with the Evacuation Coordinators on the status of the evacuation efforts until full evacuation is accomplished. Building Services will complete the appropriate Fire Drill Report forms and documentation of the fire drills and provide copies to the Department of Human Resource/Risk Management Division.

EVACUATION COORDINATORS / ALTERNATES:

These positions will have the responsibility of making certain that all persons within their assigned area have evacuated the building. There should be at least one (1) Assistant Evacuation Coordinator per 20 persons or per floor. Each building may have one or more Evacuation Coordinators. In addition to the above, the Evacuation Coordinators will personally check each room to make certain that all persons have left and each door is closed after leaving. They will also assign at least two (2) persons to assist and escort handicapped persons out of the building and to the designated reporting area. After the assigned area has been evacuated, this information is communicated to the Building Services Staff.

ASSISTANT EVACUATION COORDINATORS / ALTERNATES:

The Assistant Evacuation Coordinator will be responsible for the evacuation of all persons in their assigned area or on their floor, if applicable. Assistant Evacuation Coordinators will communicate with and report to the Evacuation Coordinators the status of evacuation efforts until full evacuation is achieved from all offices on the floor. At this point, all persons will have been accounted for and relocated to the designated area outside the building. This information is then communicated to the Building Services Staff.

BASIC FIRE EVACUATION PLAN:

The following describes the general duties and procedures that are to be utilized by all organizations in the development of their Emergency fire Evacuation Plan.

1. In event of a fire, go immediately to the nearest fire alarm pull station and sound the alarm by pulling down on the lever. These fire alarm pull stations are located at or around high traffic areas, usually near an exit. Please look at your building's Emergency Evacuation floor plans for their specific locations.
2. The person discovering the fire then has someone advise the designated Evacuation Coordinator of the circumstances, if they do not already know, who proceeds with informing all occupants in their assigned area to vacate the premises (which they should have already started to do when they hear the alarm), in accordance with the routes outlined on the floor plans. (Your office plan will outline the primary route for leaving the building and should be used in all instances except when circumstances prevent it such as the location of the fire/emergency. In that event, an alternate route will be determined at the time of the incident and will be based on the best route available.)

This person is also responsible for making an immediate call to 911.

3. The Evacuation Coordinator will assign two (2) staff members to assist each handicapped person out of the building. After leaving the building, staff and customers/clients are to report directly to the location that was designated for their office. Please see your individual office plans for the specific locations. They are to remain there until all persons are notified it is safe to enter the building by Building Services Staff.

The Evacuation Coordinators and Assistant Evacuation Coordinators must proceed with checking each room in their respective areas, making certain that all rooms, including bathrooms, interview rooms, supply rooms, etc., are vacated and that the doors are closed upon leaving.

4. The Evacuation Coordinators are to proceed to the outside reporting area for their office and account for all staff. Each office is to develop their own means of identifying and accounting for clients/customers visiting their area of the building. In larger departments, a staff listing may be appropriate. After accounting for everyone, the Evacuation Coordinators are to report this information to Building Services Staff.
5. The Evacuation Coordinators and/or Assistant Evacuation Coordinators must keep Building Services staff informed of the circumstances relating to the emergency until all persons have been evacuated from the building.