

Metropolitan State University Fire Drill Evacuation Process

PURPOSE:

The purpose of fire drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Fire drills are used as an avenue to systematically identify various fire safety issues such as:

- Allow occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm.
- Identify problems with the fire alarm components.
- Determining if additional equipment is necessary in certain areas of the building.
- Monitor if the evacuation of the building is performed as required.
- Providing information on the amount of time it takes to evacuate a building and which exits are generally used.

RESPONSIBILITIES:

A. THE UNIVERSITY SAFETY OFFICE

The Safety Director shall be responsible for developing protocols and procedures for building evacuations, the coordination of the fire drills and the evaluation of the drills and adequacy of evacuation plans. Safety Officers will support this effort.

- Coordinates and conducts fire drills on campuses.
- Monitors the effectiveness of fire drills.
- Maintains records of all drills.
- Notes any deficiencies and take appropriate actions to correct them.
- Notify University one week in advance of the drill or conduct surprise drills.
- When the Safety Director is certain that all occupants have evacuated, the fire alarm will be silenced, reset, and the occupants may be permitted to re-enter the building.

B. VICE PRESIDENTS, DEANS, DIRECTORS, DEPARTMENT HEADS

Vice Presidents, Deans, Department Heads and Directors shall ensure their Staff adhere to the requirements in this procedure and evacuate the building. Report any fire drill interests on the attached drill report and issue to the Director of Safety and Security.

C. FACULTY

Faculty is responsible for the safety of students in their class. Faculty shall take these measures before a drill or emergency:

- Review the evacuation plans posted in the hallways.
- Identify the quickest emergency escape route; this will be the primary escape route.
- Identify a secondary route in case the primary route is inaccessible.
- Identify a location outside and away from the building where the class can meet and ensure all students are accounted for. This location should be away from the main entrance at least 100 feet or may include another building on campus.
- Review this information with each class.
- Take the class roster and guide the students safely out of the building.
- Assemble the students at the predetermined site.

- Account for students using the class roster.
- Report missing students to Safety Director, Fire Chief or Safety Officer.
- Do not re-enter the building until the All Clear has been given.

D. STAFF

Staff personnel are usually responsible for only their personal safety. Staff shall take these measures before a drill or emergency:

- Review the evacuation plans posted in the hallway.
- Identify the quickest emergency escape route; this will be the primary escape route.
- Identify a secondary route in case the primary route is inaccessible.
- Identify a location outside and away from the building where the department staff can meet and ensure all staff members are accounted for. This location should be away from the main entrance at least 100 feet or may include another building on campus.
- Immediately leave the building.
- Assemble in the predetermined accountability site.
- Notify department head/contact.
- Department heads/contact shall account for all personnel to ensure no one is left in building
- Report missing employees to Safety Director, Fire Chief or Safety Officer.
- Do not re-enter the building until the All Clear has been given.

E. SUPERVISORS

- Maintains a list of the people requiring special assistance during fire drill evacuation and provide that list to the Fire Chief or safety.
- Complete the attached Evacuation Sheet.
- Follow evacuation instructions.

General Evacuation Instructions

- All building occupants shall evacuate the building when the fire alarm sounds.
- It is a violation of the state law for failure not to leave the building or to prevent another person from leaving when the alarm is sounds.
- Elevators should not be used during evacuation.
- An outside location may be designated for building occupants to assemble following the evacuation. This location should be away from the main entrance at least 100 feet or may include another building on campus.

NOTE: Mobility impaired individuals are to report to elevator lobbies as a safe haven to wait for assistance from the responding fire department and/or safety officer. Able-bodied individuals may notify fire fighters and the Safety and Security Office of the location of those individuals and, as appropriate, their attendant.

Fire drills shall be documented on the attached report or a similar report.

Fire drills shall be conducted once during the day and evening of both Fall and Spring Semesters and one during the day and evening of one of the Summer Sessions at sites under Metropolitan State University's safety responsibility.

Fire Drill Evacuation Report – Faculty/ Staff

Campus Location _____

Date: _____

Bldg.: _____ Floor: _____ Office: _____

Did Fire Alarm sounding? _____ Fire Alarm lights on? _____

Did fire exit door magnets unlock? _____

Did everyone evacuate in affected floor or area? Yes _____ No _____

Were the elevator lobbies checked for mobility impaired? _____

Faculty/Staff Actions:

Faculty/ Staff

Name (optional): _____

Fire Drill Evacuation Report for Safety and Maintenance Staff.

Campus Location _____

Fire Drill _____ Actual Fire _____ Tornado or Severe Weather _____ Bomb Threat _____

Date: _____ Time: A.M. _____ P.M. _____

Bldg.: _____ Floor: _____ Started: _____ Finished: _____

Describe Condition: (simulated or actual) _____

Was a pull-station used? _____ Was a P.A. system used? _____

Was alarm sounding/lights on? _____ Did stairwell/exit magnets unlock? _____

Interior area used for tornado evacuation: _____

Exterior area used for fire evacuation: _____

Evacuation complete in affected building? Yes _____ No _____

Did someone call 911? _____ What time? _____

Did someone get an extinguisher? _____

Were the elevator lobbies checked for mobility impaired? _____

Did employee respond according to procedures? _____

Inactive Devices:

Critique:

Non-Drill Alarms:

Employee Actions:

List of Personnel Offering Support:

Signature: _____