

*September 23, 2010
FIRE DRILL PROGRAM*

OFFICE OF PRIMARY RESPONSIBILITY

This instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive Fire Drill policy and program exists for Davidson College. It applies to all Davidson employee's, students, contractors, and tenants on Davidson premises.

1. Objective

The objective of the Fire Drill Program is to ensure that employees and students living or working in a facility will know how to make an efficient and orderly escape while assisting others such as visitors.

2. Purpose

Fire Drills are conducted in Davidson College facilities to avoid confusion and ensure the evacuation of all occupants during a fire

Fire Drills are used to familiarize employees and students with the audible and visible evacuation signal and the exit routes available to use in the event of a fire or other situations that requires immediate evacuation

Primary and alternate routes should be established, and all employees and students should be familiar with both routes

Fire Drills are used to evaluate:

the performance of the employees and students in a fire incident

the effectiveness of the behaviors used in accordance with the fire drills and the Emergency Plans/Site Specific Fire Plans

3. Fire Exit Drill Requirements

Davidson College Campus Facilities

Fire drills are conducted regularly in all residential living facilities

4. Fire Drill Procedures

Davidson College Campus Facilities

Fire Drills will only be initiated by a representative of the Campus Police or local Fire Department

Fire drills will be initiated by providing a scenario description to an occupant of the area/facility being evaluated with at least the following information

THIS IS A FIRE EXIT DRILL

THERE IS A FIRE IN (ROOM, AREA, CORRIDOR, ETC.)_____

THE ITEM(S) BURNING INCLUDE (Trash can, linen, electrical cabinet, bedding, etc.)

CARRY OUT FIRE DRILL PROCEDURES

All fire drills will be conducted and evaluated using the proper Site Specific Fire Plan procedures for each area being evaluated.

Occupants will remain clear of all facilities until the “ALL CLEAR” is given. At no time will anyone re-enter the facility prior to the “ALL CLEAR” signal being given. NOTE: SILENCING THE AUDIABLE DEVICE IS NOT AN “ALL CLEAR” SIGNAL

5. Fire Drill Evaluation

All fire drills will be critiqued to identify deficiencies and opportunities for improvement

All fire drills will be evaluated using the appropriate checklist

Any fire drill rated “Unsatisfactory” will be rescheduled and reevaluated at a later date