Deputy Assistant Secretary –
Indian Affairs (Management)

Office of Facilities, Property and Safety Management
Division of Safety and Risk Management
Fire Drills
Training Objectives

- Support Fire Safe Operations
- Guidance on Evacuation Requirements
- How to Plan, Conduct and Assess a Fire Drill
Fire Drill Goals

- To familiarize occupants with evacuation procedures
- Occupant Safety
- Exercise Evacuation Plan and Fire Alarm System Simultaneously
- Accomplish Orderly Evacuation
Legal and Other Requirements

- 29 CFR 1910 General Industry
- 25 IAM Safety and Occupational Health Program
Legal and Other Requirements (cont'd)

- Indian Affairs Safety Management System (SMS) Element 11 – Emergency Preparedness and Response
- NFPA 1 Fire Code 10.6 Fire Drills
- NFPA 1 Life Safety Code 4.7 Fire Drills
What is a Fire Drill?

A fire drill is a pre-incident exercise designed to educate participants in the fire safety features of a building, the egress facilities available, and the procedures to be followed.
Emergency Action Plans

OSHA Emergency Action Plan Requirements
[29 CFR 1910.38]

Fire Code Emergency Action Plan Requirements
[NFPA 101, 4.8]

- Procedures for reporting of emergencies
- Occupant and staff response to emergencies
- Appropriate evacuation and relocation
- Appropriateness of the use elevators
- Design and conduct of fire drills
Occupyancy Requirements

- Fire Drill and Evacuation requirements vary between the different occupancies.
- Each will differ depending upon the needs and character of the occupancy.
- Following are the different requirements for occupancies common to BIE Facilities.
Assembly Occupancies

Employee Emergency Duties Requirements
[NFPA 101, 12.7.7.1]

An occupancy used for a gathering of 50 or more persons
[NFPA 5000, 6.1.2.1]

• Examples: Gymnasiums, Cafeterias, Auditoriums, Recreation Rooms, Libraries, Special Amusement
Assembly Occupancy Voice Announcements

Voice Announcement Requirements
[NFPA 5000, 16.3.4.1.1]

Occupant Notification Requirements
[NFPA 5000, 55.2.3.9]

• During a Fire Drill, voice announcements will be heard in place of the audible fire alarm signal
• Example: Gymnasium
Business Occupancies

Business Fire Drill Requirements
[NFPA 101, 38.7.2]

Business Occupancy def.
[NFPA 5000, 6.1.11.1]

• Examples: Office Buildings, General Offices
Business Education Occupancies

Business Fire Drill Requirements
[NFPA 101, 38.7.2]

College/University Instructional Buildings def.
[NFPA 5000, A.6.1.11.1]

Frequency Requirements
[BIA Safety and Health for Field Operations Topic 21.6]

• Examples: Haskell Indian Nations University, Southwestern Indian Polytechnic Institute
Educational Occupancies

Assembly Fire Drill Requirements
[NFPA 101, 14.7.2.1]

An occupancy used for education through the twelfth grade.
[NFPA 5000, 6.1.3.1]

Frequency Requirements
[NFPA 101, 14.7.2.3]

- Examples: Kindergartens, Schools
Dormitory Occupancies

Dormitory Fire Drills Requirements
[NFPA 101, 28.7.3]

Dormitory Occupancy def.
[NFPA 5000, 6.1.8.1.4]

Frequency Requirements
[NFPA 101, 28.7.3]

• Examples: Dormitories, Residence Halls
Industrial Occupancies

Industrial Occupancy def.
[NFPA 5000, 6.1.12.1]

There are no Fire Drill requirements in Industrial occupancies.

• The Emergency Action Plan for these occupancies could include evacuation procedures and a training requirement.

• Examples: Kitchen, Woodworking Shop, Maintenance Shop
Storage Occupancies

Industrial Occupancy def.

[NFPA 5000, 6.1.13.1]

There are no Fire Drill requirements in Storage occupancies.

• The Emergency Action Plan for these occupancies could include evacuation procedures and a training requirement.

• Examples: Warehouse, Bus Garage
How to Plan a Fire Drill

• Plan Fire Drills as part of pre-incident required emergency planning

• Conduct pre-exercise assessment of means of egress

• Vary drilled evacuation routes.
  [NFPA 101, 4.7.4]
How to Plan a Fire Drill (con’t)

Example Fire Drill Plan

• Alarm sounds.
• Students line up and prepare to evacuate.
• Take head count/attendance.
• Evacuate using emergency evacuation routes according to maps.
Example Fire Drill Plan

- Meet in pre-determined meeting areas.
- Take head count/attendance.
- Report to point of contact.
- Wait for further instructions.
OSHA Employee Training Requirements

[29 CFR 1910.38]

• Emergency Action Plans

Mandatory Safety Training Requirements]

[BIA Safety and Health for Field Operations, Topic 2 ]

• Evacuation/Fire Drill training for staff
• Once a year
Staff Roles and Responsibilities

Evacuation roles in an emergency:

- **Drill Coordinator**: Responsible for the overall management of the drill.

- **Floor Warden**: Supervises the orderly evacuation of occupants from a floor/area. Responsible for verifying the evacuation of all spaces, including classrooms, dormitory rooms, and rest rooms. Responsible for locating and evacuating missing occupants during night time dormitory/sleeping area drills by reverifying evacuation of all spaces, i.e. conducting a room sweep.
Staff Roles and Responsibilities (con’t)

Evacuation roles in an emergency:

• **Deputy Floor Warden**: Responsible for the orderly evacuation of individual rooms, i.e. classrooms, and for the accountability of all occupants.

• **Stairway Monitor**: Responsible for the orderly evacuation in stairways.

• **Elevator Monitor**: Individual assigned to monitor the elevator lobby during an evacuation, and to direct occupants to emergency stairways.
Staff Roles and Responsibilities (con’t)

Evacuation roles in an emergency:

**Aide to employees with disabilities:** Responsible for ensuring all occupants with disabilities are safely evacuated.

**Assembly Area Monitor:** Assigned to monitor assembly/relocation points.

**Communicator:** Staff assigned to the command post or assembly areas responsible for communications.
Conduct a Drill

- Plans Reviewed by Authority Having Jurisdiction
  [NFPA 101, 4.8.2.2]

- Promote Orderly Evacuation.
  [NFPA 101, 4.7.3]
Conduct a Drill (con’t)

- Staff Evacuation Responsibilities.
- Relocation Area in accordance with NFPA 101, 4.7.5
- Occupant Accountability. Immediately report unaccounted for occupants to the Drill Coordinator.
- Observe and Report Issues/Concerns.
Post Drill Assessment

How can the drill be improved?

- Are there any issues concerning evacuation routes?
- Was there full participation?
- Does everyone understand their role?
Post-Drill Assessment (con’t)

Incorporate Changes:

• Make necessary changes to the Emergency Action Plan

• Revise and approve Fire Drill Procedures

• Incorporate changes onto the next drill
Questions?