Deputy Assistant Secretary –
Indian Affairs (Management)

Office of Facilities, Property and Safety Management
Division of Safety and Risk Management
Fire Drill Training
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.
Two essential components of a Prevention Plan

• Emergency action plan: which details what to do when a fire occurs.

• Fire prevention plan: which describes what to do to prevent a fire from occurring.
Emergency Action Plan

- Purpose of plan.
- Building description.
- Appointed staff to carry out emergency duties.
- Identification of events (man-made or natural).
- Responsibilities matrix (role driven assignments).
- Policies and procedures for those left behind to operate critical equipment.
Emergency action plan (cont’d).

• Specific procedures to be used for each type of emergency.

• Requirements and responsibilities for assisting people with disabilities.

• Procedures for accounting for employees and students.

• Training of staff and emergency response teams in their responsibilities.

• Documents including diagrams showing the type, location, of the bldg. emergency features components and features.
Emergency action plan (cont’d.)

• Practices for controlling life hazards in the bldg.
• Inspection and maintenance of bldg. facilities.
• Conducting fire and evacuation drills.
• Interface between management and emergency responders.
• Names and job titles of persons who can be contacted for further information.
• Post-event critique/evaluation.
Fire Prevention Plan

• List of major workplace hazards.
• Personnel responsible for maintenance.
• Personnel responsible for fuel hazards.
• Housekeeping.
• Training.
• Maintenance.
Fire Drill
The objectives and needs of the facility should be considered during the planning process. The planning process should address the following areas: How to Plan/Conduct a Fire Drill?

- Pre-drill assessment
- Objectives of the drill.
- Frequency of drills.
- Nature of drills- announced versus surprise.
- Drill safety and assessment of means of egress.
- Roles and responsibilities of emergency evacuation staff.
- Accountability of building occupants.
- Staff roles and responsibilities.
- Coordination with fire department.
- Coordination within facility.
Pre Drill Assessment

Before conducting an evacuation drill, the drill coordinator should conduct pre-drill assessment. The assessment is intended to verify all egress components (stairs, door etc.) are in proper order and that occupants can use them safely.
Fire drill objectives

The primary objective of the fire drill is an orderly evacuation.

Procedures upon sounding of Alarm:

- All students, personnel an visitors are to leave the bldg. immediately.
- Speed should be secondary to control and order.
- First person to each exit door shall open it.
- Students will not stop to take personal belongings.
- Teacher will pickup class attendance record and proceed with class.
- Students will proceed to their assigned area. (at least 100 feet from bldg.).
- Students stay clear of fire lanes .
- Egress from upper floors shall be distributed to accommodate the number of traffic.
Frequency of Drills

Drills must be frequent enough to familiarize employees and students with the drill procedure and to establish a routine.
<table>
<thead>
<tr>
<th>Occupancy</th>
<th>Location in Life Safety Code</th>
<th># of Drills required per Year</th>
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<td>Assembly</td>
<td>12, 13 12.7.6, 13.7.6</td>
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Nature of Drills-Announced vs. Surprise

Life safety code states “Drills shall be held at expected and unexpected time and under varying conditions to simulate the unusual conditions that can occur in actual emergency.”

**Announce** - drills should be structured learning exercises where occupants walk through the actions.

**Surprise** – might be considered to be disruptive, it is the best indication of what will occur under actual emergency conditions.
Drill Safety and Assessment of Means of Egress

A pre-drill inspection of the means of egress should be conducted to identify any potential hazards. Actual evacuations should stress the importance of orderly evacuation rather than speed. Safe movement should be addressed where stairs and ramps are part of the means of egress.
Accountability of Building Occupants

Is the process for pinpointing where staff personnel and students are located during emergency operations.

• Can assist responding emergency personnel.
• An Accountability system should be established to address the presence of employees and students and their location after evacuation.
• A written record shall be kept in the Principal’s office of the date and hour of each drill.
• A monthly report should be provided to the School’s Superintendent and Regional Director.
Staff Roles and Responsibilities

• Drill Coordinator: Plans, conducts, and evaluates fire drill.
• Floor/area warden: Coordinate emergency evacuations of a specific floor.
• Stairway monitor: Monitor the use of a stairway on specific floor.
• Elevator Monitor: Monitors elevator/lobby, prevent elevator from being used.
• Aide to person with disabilities: Assist occupants with disabilities.
• Assembly area monitor: Monitor assembly points/take attendance.
• Communicator: Responsible for communication between command post and assembly.
Coordination with Fire Department

All emergency planning and drills should be coordinate with the local fire department. The fire department can usually be relied on as a technical resource.
Coordination within the Facility

Emergency training and drills should also be coordinated within the facility so that the key staff are involved with the planning process and are aware of their responsibilities.
Education Line Officer

• Are responsible for the safety and health program
• Ultimately responsible for the success of the agency’s School Safety Program.
Regional Safety Manager

• Are responsible for implementing the regional safety and health program.

• Performs inspections within their region.

• Provide technical assistance to the agency safety officers.

• Ultimately responsible for the success of the agency’s School Safety Program
Special Consideration of Fire Drills

The accessibility standards and design criteria are based on five general categories of disability:
• Mobility Impairments
• Visual Impairments
• Hearing Impairments
• Speech Impairments
• Cognitive Impairments
Area of Refuge for Disability Impairments

An area of refuge serves as a temporary safe haven from the potential effects of a fire or other emergency. A person with severe impairments must have the ability to travel from the area of refuge to the public way.
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?
Incorporate Changes:

• Make necessary changes to the Emergency Action Plan

• Revise and approve Fire Drill Procedures

• Incorporate changes onto the next drill
In conclusion, We have reviewed the scope of How to implement a Emergency Action Plan as well as How a Fire Drill is to be conducted. It is necessary to devise a proper fire drill plan and educate all patrons accordingly. For the safety of all people, it is important to utilize pertinent knowledge regarding fire prevention.
References

[25 IAM] BIA Safety and Health Handbook
[NFPA 1] Fire Code
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EMERGENCY INFORMATION

R - REMOVE people from immediate danger.
A - ALERT others and emergency services.
C - CLOSE windows and doors, contain the spread of fire.
E - EVACUATE the premises.

EXTINGUISHER OPERATION

P - PULL the pin from the extinguisher and test
A - AIM the nozzle at the base of the fire
S - SQUEEZE the operating handle to release the extinguishing agent
S - SWEEP from side to side
Questions?

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