



Policy: Fire Drills (Fire Safety Education & Training)

Policy Statement

Northern Kentucky University shall conduct fire drills in all student housing facilities.

Reason for Policy

The purpose of this policy is to establish an overall plan for the protection of members of the NKU community from the hazards of fire and similar emergencies through the implementation of a comprehensive fire drill safety policy.

Entities Affected By This Policy

All faculty, staff and students residing in University Housing facilities are covered by this policy.

Who Should Read This Policy

All faculty, staff and students that are residing in a University Housing facility should be familiar with this policy.

Contacts

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Website Address for this Policy

<http://oper-maint.nku.edu/services/environment/firesafety/policies.html>

I. Overview

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:

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

II. Frequency of Drills

Periodic fire drills shall be conducted at various times throughout the year as a responsibility of the individual hall directors and in accordance with the following requirements:

- Residence Halls.
 - Fire drills shall be conducted in any residence hall a minimum of four (4) times per year.
 - One drill must occur within the first month of the fall and spring sessions.
 - One drill must occur within the first week of the summer session.
 - At least one of these four (4) drills must be conducted during the hours after sunset and before sunrise.

III. Procedures

When conducting any fire drill at the University, the following procedures shall be followed:

- a. Drill Coordinator. At least one staff member from Safety & Environmental Compliance must be present to ensure proper procedures and record the drill.
- Prior Notice. Drills will be held at both expected and unexpected times in order to simulate the unusual conditions that can occur in an actual emergency. Accordingly, the Drill Coordinator shall determine whether prior notice will be given regarding the conducting of any fire drill.
 - *Announced Drills.* Announced drills will allow the building occupants an

opportunity to prepare for the evacuation and can be used as a structured learning exercise. Announced drills will be used to introduce occupants to the concept of fire drills and ensure they are made aware of expectations with regards to these exercises. When it is determined that prior notice will be given, the following guidelines shall apply:

- Notice will be given no less than three (3) days prior to the drill.
- Notice will be posted throughout the building in visible areas, such as entrances, lobbies and elevators.
- *Unannounced Drills.* While more disruptive than announced drills, unannounced drills are typically a better indicator of what will occur in an actual emergency. Accordingly, unannounced drills will be used to test the response capabilities of the College community.
- Notification. The Drill Coordinator shall notify Operations & Maintenance and the University Police of the exact time the alarm will be pulled for the drill.
- Activation of Alarm. At the pre-arranged time, the Drill Coordinator shall activate the fire alarm for the designated building. The system will remain activated until complete evacuation of the building has been confirmed.
- Evacuation of the Building. The orderly evacuation of a building during an emergency depends on early warning and employee awareness of proper evacuation procedures.
 - All building occupants shall immediately evacuate the building when the fire alarm sounds. Occupants should not assume the alarm is a false one.
 - All building occupants shall continue to evacuate the building, even if the alarm stops.
 - Building occupants shall use the nearest exit when evacuating the building.
 - Building occupants should always use the stairs during an evacuation, whether real or simulated. Stairway fire doors will keep out fire and smoke if they are closed and will protect an occupant until he or she gets outside. Elevators shall not be used during the evacuation.
 - An outside location shall be designated for occupants to assemble following the evacuation.
 - All building occupants will remain outside of the building until such time as they are authorized by the Drill Coordinator to go back into the facility.

- Where the complexity of the emergency egress from a building or structure may warrant it, the Drill Coordinator shall determine whether an emergency evacuation procedure map is required. Such maps and evacuation routes shall be established and maintained by the Office of Safety and Environmental Compliance Office, and shall be reviewed annually for relevance.
- Completion of the Drill. When the Drill Coordinator is certain that all occupants have evacuated the building where the drill is being conducted, the fire alarm will be silenced, re-set and the occupants may be permitted to re-enter the building.
- Report. Fire drills shall be monitored for effectiveness and recorded and filed with Safety & Environmental Compliance.

IV. Recordkeeping

A complete record of all fire drills conducted shall be maintained on the premises by the Safety & Environmental Compliance for a period of not less than three (3) years and be readily available for inspection by the fire department.

V. Responsibilities

- Hall Directors:
 - Shall establish a safe location at least one hundred (300) feet from the building being evacuated and in an area where evacuees will not be endangered by emergency vehicles and make this known to residents.
 - Shall identify specific individuals who may need aid in an evacuation.
 - Shall make assure that required emergency information and maps are placed and maintained in each unit.
- Safety & Environmental Compliance:
 - Shall ensure compliance with this policy.
 - Shall maintain records of fire drills

Forms

Fire Drill Checklist