

Name of Building/Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building/Facility Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building/Facility City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Initiated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Occupants Vacated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Elapsed Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drill Monitor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Weather:** Temp: Cold/Warm/Hot Winds: Calm/Breezy/Windy Precipitation: Sunny/Cloudy/Rain/Snow/Sleet

**PRE DRILL ASSESSMENT:**  **UTILITITES:**

Evacuation routes posted [ ]  Yes [ ]  No Electrical appliances were turned off [ ]  Yes [ ]  No [ ]  N/A

Evacuation signs are in good condition [ ]  Yes [ ]  No Lights were turned off [ ]  Yes [ ]  No [ ]  N/A

Exits are clearly marked [ ]  Yes [ ]  No HVAC units were shut down [ ]  Yes [ ]  No [ ]  N/A

Exit signs are properly illuminated [ ]  Yes [ ]  No

Exit doors are operating properly [ ]  Yes [ ]  No **PLAN:**

Egress routes free of obstructions [ ]  Yes [ ]  No Evacuation performed according to plan [ ]  Yes [ ]  No

Egress routes properly lighted [ ]  Yes [ ]  No Occupants met at designated place per plan [ ]  Yes [ ]  No

 Meeting place at safe distance from building [ ]  Yes [ ]  No

**COMMUNICATION:** Drill/Response Team acted according to plan [ ]  Yes [ ]  No

Method of Drill Activation: Fire Dept (“mock”) notified according to plan [ ]  Yes [ ]  No

[ ]  Alarm Activation [ ]  PA System [ ]  In-House Word of Mouth

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FIRE ALARM SYSTEMS:**

Drill Preannounced [ ]  Yes [ ]  No Fire alarm clearly heard in all areas [ ]  Yes [ ]  No

Fire Department present for drill [ ]  Yes [ ]  No Alarm monitoring company received alarm [ ]  Yes [ ]  No

Alarm monitoring company notified [ ]  Yes [ ]  No Electromagnetic locks operated appropriately [ ]  Yes [ ]  No

Security notified [ ]  Yes [ ]  No Public Address system clearly heard in all areas [ ]  Yes [ ]  No [ ]  N/A

 Elevators recalled to correct floor [ ]  Yes [ ]  No [ ]  N/A

**FIRE CONTAINMENT:**

Doors and windows closed [ ]  Yes [ ]  No **EVACUATION:**

Rooms checked prior to closing doors [ ]  Yes [ ]  No All occupants participated and evacuated [ ]  Yes [ ]  No

Doors left unlocked [ ]  Yes [ ]  No Restrooms checked for occupants [ ]  Yes [ ]  No

Fire extinguisher taken to location of fire [ ]  Yes [ ]  No Evacuation was orderly [ ]  Yes [ ]  No

Door hold-open devices operated appropriately Visitors escorted and accounted for [ ]  Yes [ ]  No

 [ ]  Yes [ ]  No [ ]  N/A Special needs persons accommodated [ ]  Yes [ ]  No

 Elevators were used during evacuation [ ]  Yes [ ]  No

**Notes:**

 Overall response of occupants [ ]  Satisfactory [ ]  Unsatisfactory

 Noise level of evacuation [ ]  Satisfactory [ ]  Unsatisfactory

 **Number of occupants evacuated:**

 Visitors: \_\_\_\_\_\_\_\_\_\_ Staff: \_\_\_\_\_\_\_\_\_\_\_ Residents: \_\_\_\_\_\_\_\_\_\_

 TOTAL: \_\_\_\_\_\_\_\_\_\_

*Any item receiving a “No” or “Unsatisfactory” is an item that the facility should work on to correct.*

**FIRE AND EVACUATION DRILL OBJECTIVES**

* Evaluate the effectiveness of the occupants abilities to evacuate the building
* Evaluate the effectiveness and adequacy of the written evacuation plan
* Evaluate the occupants’ ability to recognize the fire alarm
* Determine whether the occupants take appropriate actions upon hearing/seeing the fire alarm
* Determine that the occupants begin the evacuation plan in an appropriate manner and/or per the plan
* Evaluate the occupants ability to provide assistance to visitors or individuals who are experiencing difficulty
* Evaluate the occupants ability to recognize and take appropriate actions when a means of egress is unsafe
* Ensure occupants report in a designated meeting places

**RECORD KEEPING**

The following information is required to be collected during evacuation drills per the International Fire Code:

1. Identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Employees on duty and participating
5. Number of occupants evacuated
6. Special conditions simulated
7. Problems encountered
8. Weather conditions when occupants evacuated
9. Time required to accomplish complete evacuation

**ALARM ACTIVATION**

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

**DRILL TIMES**

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of a fire.

**TABLE 405.2 – Fire and Evacuation Drill Frequency and Participation**

|  |  |  |
| --- | --- | --- |
| **Group or Occupancy** | **Frequency** | **Participation** |
| Group A | Quarterly | Employees |
| Group B b | Annually | All Occupants |
| Group B b,c (Ambulatory care facilities) | Annually | Employees |
| Group B b (Clinic, outpatient) | Annually | Employees |
| Group E  | Monthly a | All Occupants |
| Group F | Annually | Employees |
| Group I -1 | Semiannually on each shift  | All Occupants |
| Group I -2 | Quarterly on each shift a | Employees  |
| Group I -3 | Quarterly on each shift a | Employees  |
| Group I -4 | Monthly on each shift a | All Occupants |
| Group R -1 | Quarterly on each shift | Employees |
| Group R -2 d | Four annually | All Occupants |
| Group R-4 | Semiannually on each shift a | All Occupants |

1. In severe climates, the *fire code official* shall have the authority to modify the emergency evacuation drill frequency
2. Emergency evacuation drills are required in Group B buildings having an *occupant load* of 500 or more persons or more than 100 persons above or below the *lowest level of discharge*.
3. Emergency evacuation drills are required in ambulatory care facilities in accordance with Section 403.3
4. Emergency evacuation drills in Group R-2 college and university buildings shall be in accordance with Section 403.10.2.1. Other Group R-2 occupancies shall be in accordance with Section 403.10.2.2.