

Northern Kentucky University	Policy Link: Fire and Life Safety Policy
Issue Date: 11/02/2018	Title: FIRE DRILL PROCEDURE
Revised Date:	

OBJECTIVE AND PURPOSE

The purpose of fire drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. This procedure is administered under the authority of the University Fire and Life Safety Policy.

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.

DEFINITIONS

There are no definitions listed for this procedure.

RULES AND PROCEDURES

Frequency of Drills

Periodic fire drills shall be conducted at various times throughout the year and in accordance with the following requirements:

- **Administration and Educational Buildings** – Fire drills are not regularly scheduled in these buildings. It is highly recommended that departments go over egress routes and assembly locations (see Emergency Guide for recommended assembly areas) with their employees during the first week of employment and annually thereafter. Faculty are encouraged to discuss fire egress with students at the first class of each semester. Contact the Director of Safety and Emergency Management (bakerje@nku.edu or x6522) if you have any questions or concerns about fire safety in your building.
- **Residence Halls** - Fire drills shall be conducted in any residence hall a minimum of two (2) times per semester.
 - One drill must occur within the first month of the Fall and Spring semester.

Procedures

When conducting any fire drill for a building, the following procedures shall be followed:

- **Drill Coordinator** - The Drill Coordinator (this person must be authorized by the Director of Safety and Emergency Management) shall schedule a date and time for 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 or sent via email to chairs/directors of departments occupying the building.
- **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 building occupants.
- **Notification** - The Drill Coordinator shall notify Power Plant Operator and University Police Dispatch 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.
- **Reporting** – A fire alarm report form shall be completed by the Drill Coordinator and submitted to Safety and Emergency Management.

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

University Housing Responsibilities

University Housing is responsible for scheduling and conducting required fire drills within all buildings that fall under its responsibility. The frequency of the fire drills must meet the minimum requirements of federal and state regulations that apply. A written record of all fire drills must be submitted to Safety and Emergency Management within ten (10) days of being conducted.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

Faculty Responsibilities

Discuss emergency procedures and the locations of at least two exits for the classroom during the first class of each semester. It is highly recommended that this activity be noted in your syllabus.

TRAINING

Departments shall ensure that employees are trained on these procedures, location and operations of fire alarm and fire protection systems, and general fire safety associated with response to fire alarms.

DOCUMENTATION

Safety and Emergency Management will be responsible for maintenance of all fire drill records sent to them by Drill Coordinators.

For additional information, forms, training, and other resources visit nku.edu/safety.