

FO&M/EHS #10H

Fire Drill SOP

Purpose: To ensure that fire drills on campus are conducted and documented in accordance with the spirit and intent of NFPA 101 Life Safety Code and the requirements of the Authority Having Jurisdiction (AHJ).

Scope: This procedure applies to all College owned and privately owned affiliated buildings in which fire drills are conducted.

Responsibilities:

- A. Building supervisors must ensure that drills are completed in a timely manner and documentation is complete and filed.
- B. Electronics Shop personnel must be present to operate the fire alarm panel.
- C. Occupants must participate fully in drills.
- D. EHS will maintain records, review program and update as needed.

Procedure:

1. All fire drills will be scheduled by first notifying the Fire & Life Safety Manager and then placing a work order with the Work Control Office.
2. The Fire & Life Safety Manager or designated supervisor, will contact the Hanover Fire Department (643-3424) and request their presence during the drill.
 - a. Drills which are “unannounced” will require HFD presence and cannot be conducted unless HFD is on-site.
 - b. Drills which are “announced” will not require the HFD be present.
 - i. Definitions:
 1. Announced means all occupants of the building are notified in advance of the drill date and time.
 2. Unannounced means occupants were not notified of both the date and time. They may know one or the other, but not both pieces of information.

3. Prior to starting the drill the following will be notified:
 - a. Department of Safety and Security (646-4000)
 - b. AHJ [Hanover Dispatch (643-3424) or Lebanon Dispatch (448-1212)]
 - c. Heating Plant (646-2344)
4. During the drill Electronics Shop personnel will initiate the alarm, check the operation of associated life safety equipment in the building and check for complete and proper evacuation.
5. Building occupants must evacuate upon hearing the alarm by closing doors as they leave and gathering outside at their designated meeting place.
6. If available to assist during a drill, Safety & Security will help to ensure people evacuate, move away from the building exits and do not enter the building while the alarm is sounding.
7. The building supervisor will observe the evacuation, facilitate participation, complete drill documentation and follow up on observations after the drill is completed.
8. Upon complete evacuation and building equipment checks - Electronics Shop personnel will stop the alarm, restore any tripped devices and the panel to normal condition.
9. Any equipment deficiencies noted during the drill with either be corrected immediately or a work order will be submitted for repair.
 - a. Upon completion of a deficiency repair, the system component(s) will be re-tested. A completed Fire Alarm and Emergency Communication System Repair Form (See attached) will be filed with the Fire and Life Safety Manager.
10. The completed Fire Drill Evaluation form or a copy will be filed with the Fire and Life Safety Manager.

Jason Angell, Fire and Life Safety Manager

Frank Roberts, Director of Operations FO&M

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