

## Residential Operations Fire Drill SOP

**Purpose:** To ensure that fire drills are conducted quarterly for all residence halls on campus.

**Scope:** This procedure applies to all undergraduate residential physical plants on campus.

### **Responsibilities:**

- A. Residential Operations staff will ensure all halls are drilled in a timely manner. Students are informed of the drills and made aware of what to do when the alarm sounds. Drills will involve the Hanover Fire Department, Department of Safety and Security and the heating plant.
- B. FO&M employees will operate and reset fire alarm panels.
- C. EHS will work with Residential Operations to maintain records, and will review the program and update as needed.

### **Procedure:**

1. Residential Operations staff will notify house managers of Greek Letter Organizations and Societies via email/phone call/meeting several weeks in advance to the day of the fire drill. The occupants of the remaining residence halls will receive notice at the beginning of the term that fire drills will be conducted, but these drills will be unannounced.
2. Prior to beginning the drills, Residential Operations staff will contact the following and make them aware when the drills are to begin and when they will conclude:
  - a) Department of Safety and Security (646-4000)
  - b) AHJ [Hanover Dispatch (643-3424)]
  - c) Heating Plant (646-2344)
3. Hanover Fire Department will advise Hanover Dispatch prior to initiating each drill.
4. Residential Operations staff and Hanover Firefighters will sweep each building to ensure residents have evacuated. All residents must be evacuated during the drill.

5. While sweeping the buildings, a brief visual inspection will be completed looking for:
  - a) Faulty horns/strobes/detectors
  - b) Housekeeping
  - c) Blocked halls/stairwells/egress issues
  - d) Structure issues
  - e) General condition of the building
  
6. Any deficiencies will be noted by the Residential Operations staff and recorded on the Residential Operations fire drill form. Where appropriate, the residents will be notified during the drill of any deficiency and those which can be corrected immediately will be corrected immediately, or by the end of the evening. Those which require additional time will work with the Residential Operations office to have them corrected as soon as possible.
  
7. Fines and/or social consequences will be issued by Residential Operations if corrections/repairs are not made as required.
  
8. At the conclusion of all fire drills (or the conclusion for that particular day (HFD may receive a fire call which will supersede the drill schedule) Residential Operations staff will contact the following and make them aware the drills have concluded:
  - a) Department of Safety and Security (646-4000)
  - b) AHJ [Hanover Dispatch (643-3424) ]
  - c) Heating Plant (646-2344)
  
9. A completed Residential Operations Fire Drill form will be filed with the Fire and Life Safety Manager.

---

Jason Angell, Fire and Life Safety Manager

---

David Eckels, Director of Residential Operations

April 22, 2010