

USF System USF USFSP USFSM

Number: 6-025

Subject: Fire and Emergency Evacuation Drills

Date of Origin: 08-19-10

Date Last Amended:

Date Last Reviewed:

I. INTRODUCTION (Purpose and Intent)

The intent of this policy is to comply with fire regulations requiring annual fire and emergency evacuation drills. This policy will establish the requirements by which evacuation drills will be conducted to ensure the safe, timely and orderly evacuation of building occupants during an actual fire or other building emergency.

II. AUTHORITY

The Florida Fire Prevention Code (Florida Statute 633.0215) requires fire drills in all high hazard buildings to occur at least annually to ensure occupant safety. High hazard occupancy is defined as any building:

- That contains combustible or explosive matter or flammable conditions dangerous to the safety of life or property;
- In which persons receive educational instruction;
- In which persons reside, excluding private dwellings; or
- Containing three or more floor levels.

Because this requirement applies to some USF System buildings, a policy addressing fire and emergency evacuation drills within the USF System is hereby provided.

III. STATEMENT OF POLICY

- A.** Annual fire and emergency evacuation drills are required to be conducted for all USF System high hazard buildings equipped with a required fire alarm system.

- B. All occupants must evacuate when alarms are sounded or when authorities initiate an evacuation order. Occupants with disabilities, who cannot independently evacuate, must evacuate to the nearest area of rescue/refuge, typically a stairwell landing.
- C. All occupants of high hazard buildings, at the time of the drill, must participate in the fire drill.
- D. This USF System policy is the minimum requirement. Additional fire drills may exceed the scope of this policy due to licensing and certification requirements of specific programs.

IV. ROLES AND RESPONSIBILITIES

A. Environmental Health and Safety (EH&S)

- Provides primary oversight for the fire and emergency evacuation drill program for the USF System.
- Maintains and updates USF System policies and procedures related to building Fire and Emergency Evacuation drills with assistance from other stakeholders.
- Communicates policy and procedure changes to the USF System community.
- Identifies high hazard buildings requiring annual fire and emergency evacuation drills.
- Coordinates scheduling of evacuation drills with Facility/Safety Liaison and other stakeholders.
- Provides training and guidance regarding fire and emergency evacuation drill procedures including identification of areas of refuge/rescue for occupants with disabilities.
- Provides oversight of evacuation drill and help with clearing of building.
- Releases building for reentry at the conclusion of a drill.
- Provides recommendations for improving drill efficiency.
- Maintains fire and emergency evacuation drill evaluation records for inspection by State Fire Marshal's Office.

B. Police / Security / Campus Safety Office

- Attends fire and emergency evacuation drills.
- Provides security and ensures safety of participants during evacuation drills.
- Assists with uncooperative participants.

- Provides communication with emergency responders in the event of an actual emergency.

C. Physical Plant / Facilities / Building Maintenance

- Attends fire and emergency evacuation drills.
- Operates fire alarm panel, i.e. resetting panel and manual station to normal operation.
- Identifies building alarm system deficiencies with assistance from drill participants and makes corrections, if required.
- Resets alarm system at the conclusion of drill.

D. College or Division Head

- Designates a Facility/Safety Liaison and alternate who will assist in evacuation planning and scheduling for each applicable building within the college, division, or unit.
- Ensures that individuals within the college, division, or unit are informed of policy requirements and comply with those requirements.

E. College or Division, Facility/Safety Liaison

- Coordinates drill schedule to ensure there is no disruption to major events (e.g. mid-terms, finals, conferences, etc.)
- Schedules appropriate date and time for fire and emergency evacuation drill normally during first two weeks of the Spring or Fall Semesters.
- Coordinates fire and emergency evacuation drill with EH&S, UPD and Physical Plant.
- Enlists building volunteers to monitor and encourage occupants to evacuate during the drill.
- At the specified time, activates fire alarm system for the fire and emergency evacuation drill to commence.
- Designates gathering areas for building occupants in consultation with EH&S, usually a minimum of 150 feet away from the building.
- Where practicable, maintains a record of staff or students that may require assistance during an evacuation and assists in identifying safe areas for persons with disabilities.
- Receives comments from building occupants regarding drill procedures and fire alarm system deficiencies.

- Completes Fire Drill Evaluation Form and maintains copy for file.
- Provides EH&S with a copy of the Fire Drill Evaluation form.

F. Building Occupants

- Immediately evacuate when the fire alarm activates via the nearest exit, or to the area of rescue/ refuge if one cannot evacuate due to a disability.

V. CONSEQUENCES

The consequences for violation of this policy include but are not limited to:

- A.** Students in violation of this policy may be referred to the Office of Student Rights and Responsibilities (formerly Student Judicial Affairs) for disciplinary action in accordance with student disciplinary procedures.
- B.** Staff and administration violators may be referred to their immediate supervisor. Faculty violators may be referred to their chair or appropriate unit head. In addition, all other Human Resources policies will apply.
- C.** Non-University violators may be referred to University Police.

Authorized and signed by:

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