



FIRE DRILLS

Introduction

Baton Rouge Community College is committed to facilitating fire drills at BRCC locations in an effort to provide safety training; rapid response to members of the BRCC community; prevent workplace injuries /illnesses; and maximize health and safety in the event of a fire.

Purpose

To provide safety training; rapid response to members of the BRCC community; prevent workplace injuries /illnesses; and maximize health and safety in the event of a fire. This policy is applicable to all members of the BRCC community.

POLICY IMPLEMENTATION PROCEDURES

BRCC shall conduct at least one documented fire drill annually at each location. According to the OSHA, the Louisiana State Fire Marshal's Office and Office of Risk Management (ORM), all fire drills shall be conducted in a manner in agreement with all applicable laws, rules, and standards. The following guidelines shall be adhered to, to maximize health and safety:

I. Authority and Responsibility

Departments responsible for coordinating administering this policy:

A. Environmental Health and Safety

1. Documenting and reporting any questionable fire drills;
2. Training personnel in fire drill procedures; and
3. Reviewing the policy and procedure to ensure regulatory compliance;
4. Scheduling and coordinating the required drills with administration and other involved departments;
5. Notifying Campus Police and Facility Services of scheduled fire drills;
6. Notifying Campus Police and Facility Services when drills are complete;
7. Organizing and providing support and training for responsible personnel;
8. Notifying the appropriate monitoring company to inform them of fire drills;
9. Retaining all documentation related to fire drills in accordance with the Louisiana State Fire Marshal's Office, the Office of Risk Management Loss Prevention Manual, and the OSHA 1910 standards.

B. Facility Service and Campus Police

1. Providing personnel for fire drills as necessary;

2. Assisting the Environmental Safety Department with evacuation and drills;
3. Completing fire drill forms during fire drill evacuations; and
4. Participating in the fire drill after action report meeting to ensure all personnel area accounted for and all procedures were followed.

II. Considerations

This policy shall cover all components of fire drills including, but not limited to Fire alarm panel, Fire alarm annunciator panel, Detection devices, such as heat and smoke detectors, dampers, etc., Manual pull stations and strobes, constituent evacuation protocol, and after-action reporting.

A. Prior to Fire Drill

1. Environmental Safety and buildings captains and/or Site Administrators shall be responsible for arranging annual fire drills for their respective buildings.
2. Environmental Health and Safety, Building Safety Captains, Site Administrators and/or responsible person conducting the drill shall notify BRCC Administration and Campus Police in advance of the drill. This is to avoid confusion and also so important meetings, classroom activities, tests, experiments, etc. can be scheduled appropriately.
3. The Environmental Health & Safety Department shall also notify the fire alarm monitoring company prior to the drill to communicate the nature of the alarm in an effort to prevent the response of the local emergency response agencies.
4. Submit a drill plan for approval to BRCC Administration. A drill plan shall include instructions for the operation (trigger/silence) of the fire alarm system, identified helpers, time and date of the drill, and meeting location for after action reporting.
5. Recruit helpers from the building for the drill. Meet with them before the drill is started to ensure the drill plan is reasonable. Station helpers to monitor and time the evacuation of the building. Make sure they record time and approximate number of people evacuated.
6. Make sure instructions on how to turn the fire alarm on and off are provided to the helper(s) assigned to trigger/silence the alarm. Most pull stations have a screw or key that fits into the top section of the station. This allows you to open the pull station. Once the pull station is open the alarm can be operated manually.

B. During the Fire Drill

1. Carefully monitor the evacuation of your building along with your helpers. Use the fire drill / building evacuation report to see what areas need to be checked during and after the drill.
2. Be sure that no one enters the building during the drill.
3. Make sure everyone in the building was evacuated by performing a walkthrough.
4. Make sure everyone is present and accounted for (you may want to designate on person from each floor or area of the building to be responsible for ensuring employees in their area have evacuated).

C. After the Fire Drill

- 1.** Make sure that no-one reenters the building until the alarm is turned off and you have deemed the building safe to reenter.
- 2.** Complete the fire drill / building evacuation report. Submit this report to the Environmental Health & Safety Department at the completion of the after-action report meeting.
- 3.** Meet with building personnel to discuss results and ways to improve the evacuation procedures. This is what the fire drill is for. Carefully and critically identify weaknesses and problems and develop better evacuation procedures.
- 4.** Train building occupants on the new procedures developed from the drill.
- 5.** Submit a copy of the detailed building evacuation plans and procedures to the Environmental Health and Safety Office.