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Deputy Assistant Secretary – Indian Affairs (Management)

**Office of Facilities, Property and Safety Management
Division of Safety and Risk Management**



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Fire Drills



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Training Objectives

- Support Fire Safe Operations
- Guidance on Evacuation Requirements
- How to Plan, Conduct and Assess a Fire Drill



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Fire Drill Goals

- To familiarize occupants with evacuation procedures
- Occupant Safety
- Exercise Evacuation Plan and Fire Alarm System Simultaneously
- Accomplish Orderly Evacuation



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Legal and Other Requirements

- 29 CFR 1910 General Industry
- 29 CFR 1910.38 Emergency Action Plans/Evacuation/Fire Drill training for employees to be conducted once yearly.
- 25 IAM Safety and Occupational Health Program



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Legal and Other Requirements (cont'd)

- Indian Affairs Safety Management System (SMS) Element 11 – Emergency Preparedness and Response
- NFPA 1 Fire Code 10.6 Fire Drills
- NFPA 1 Life Safety Code 4.7 Fire Drills



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What is a Fire Drill?

A fire drill is a pre-incident exercise designed to educate participants in the fire safety features of a building, the egress facilities available, and the procedures to be followed.



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Emergency Action Plans

OSHA Emergency Action Plan Requirements

[29 CFR 1910.38]

Fire Code Emergency Action Plan Requirements

[NFPA 101, 4.8]

- Procedures for reporting of emergencies
- Occupant and staff response to emergencies
- Appropriate evacuation and relocation
- Appropriateness of the use elevators
- Design and conduct of fire drills



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Occupancy Requirements

- Fire Drill and Evacuation requirements vary between the different occupancies.
- Each will differ depending upon the needs and character of the occupancy.
- Following are the different requirements for occupancies common to BIE Facilities.



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Assembly Occupancies

Employee Emergency Duties Requirements

[NFPA 101, 12.7.7.1]

An occupancy used for a gathering of 50 or more persons

[NFPA 5000, 6.1.2.1]

- Examples: Gymnasiums, Cafeterias, Auditoriums, Recreation Rooms, Libraries, Special Amusement



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Assembly Occupancy Voice Announcements

Voice Announcement Requirements

[NFPA 5000, 16.3.4.1.1]

Occupant Notification Requirements

[NFPA 5000, 55.2.3.9]

- During a Fire Drill, voice announcements will be heard in place of the audible fire alarm signal
- Example: Gymnasium



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Business Occupancies

Business Fire Drill Requirements

[NFPA 101, 38.7.2]

Business Occupancy def.

[NFPA 5000, 6.1.11.1]

- Examples: Office Buildings, General Offices



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Business Education Occupancies

Business Fire Drill Requirements

[NFPA 101, 38.7.2]

College/University Instructional Buildings def.

[NFPA 5000, A.6.1.11.1]

Frequency Requirements

[BIA Safety and Health for Field Operations Topic 21.6]

- Examples: Haskell Indian Nations University, Southwestern Indian Polytechnic Institute



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Educational Occupancies

Assembly Fire Drill Requirements

[NFPA 101, 14.7.2.1]

An occupancy used for education through the twelfth grade.

[NFPA 5000, 6.1.3.1]

Frequency Requirements

[NFPA 101, 14.7.2.3]

- Examples: Kindergartens, Schools



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Dormitory Occupancies

Dormitory Fire Drills Requirements

[NFPA 101, 28.7.3]

Dormitory Occupancy def.

[NFPA 5000, 6.1.8.1.4]

Frequency Requirements

[NFPA 101, 28.7.3]

- Examples: Dormitories, Residence Halls



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Industrial Occupancies

Industrial Occupancy def.

[NFPA 5000, 6.1.12.1]

There are no Fire Drill requirements in Industrial occupancies.

- The Emergency Action Plan for these occupancies could include evacuation procedures and a training requirement.
- Examples: Kitchen, Woodworking Shop, Maintenance Shop



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Storage Occupancies

Industrial Occupancy def.

[NFPA 5000, 6.1.13.1]

There are no Fire Drill requirements in Storage occupancies.

- The Emergency Action Plan for these occupancies could include evacuation procedures and a training requirement.
- Examples: Warehouse, Bus Garage



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How to Plan a Fire Drill

- Plan Fire Drills as part of pre-incident required emergency planning
- Conduct pre-exercise assessment of means of egress
- Vary drilled evacuation routes.
[NFPA 101, 4.7.4]



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How to Plan a Fire Drill (con't)

Example Fire Drill Plan

- Alarm sounds.
- Students line up and prepare to evacuate.
- Take head count/attendance.
- Evacuate using emergency evacuation routes according to maps.



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How to Plan a Fire Drill (con't)

Example Fire Drill Plan

- Meet in pre-determined meeting areas.
- Take head count/attendance.
- Report to point of contact.
- Wait for further instructions.



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Employee Training

OSHA Employee Training Requirements

[29 CFR 1910.38]

- Emergency Action Plans

Mandatory Safety Training Requirements]

[BIA Safety and Health for Field Operations, Topic 2]

- Evacuation/Fire Drill training for staff
- Once a year



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Staff Roles and Responsibilities

Evacuation roles in an emergency:

- **Drill Coordinator:** Responsible for the overall management of the drill.
- **Floor Warden:** Supervises the orderly evacuation of occupants from a floor/area. Responsible for verifying the evacuation of all spaces, including classrooms, dormitory rooms, and rest rooms.

Responsible for locating and evacuating missing occupants during night time dormitory/sleeping area drills by re-verifying evacuation of all spaces, i.e. conducting a room sweep.



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Staff Roles and Responsibilities (con't)

Evacuation roles in an emergency:

- **Deputy Floor Warden:** Responsible for the orderly evacuation of individual rooms, i.e. classrooms, and for the accountability of all occupants.
- **Stairway Monitor:** Responsible for the orderly evacuation in stairways.
- **Elevator Monitor:** Individual assigned to monitor the elevator lobby during an evacuation, and to direct occupants to emergency stairways.



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Staff Roles and Responsibilities (con't)

Evacuation roles in an emergency:

Aide to employees with disabilities: Responsible for ensuring e all occupants with disabilities are safely evacuated.

Assembly Area Monitor: Assigned to monitor assembly/relocation points.

Communicator: Staff assigned to the command post or assembly areas responsible for communications.



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Conduct a Drill

- Plans Reviewed by Authority Having Jurisdiction
[NFPA 101, 4.8.2.2]
- Promote Orderly Evacuation.
[NFPA 101, 4.7.3]



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Conduct a Drill (con't)

- Staff Evacuation Responsibilities.
- Relocation Area in accordance with NFPA 101, 4.7.5
- Occupant Accountability. Immediately report unaccounted for occupants to the Drill Coordinator.
- Observe and Report Issues/Concerns.



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Post Drill Assessment

How can the drill be improved?

- Are there any issues concerning evacuation routes?
- Was there full participation?
- Does everyone understand their role?



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Post-Drill Assessment (con't)

Incorporate Changes:

- Make necessary changes to the Emergency Action Plan
- Revise and approve Fire Drill Procedures
- Incorporate changes onto the next drill



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Questions?