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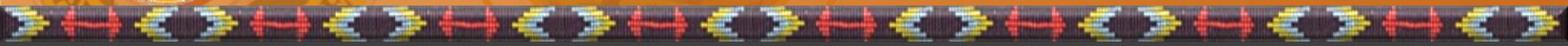
Deputy Assistant Secretary – Indian Affairs (Management)

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



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Fire Drill Training



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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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Two essential components of a Prevention Plan

- Emergency action plan: which details what to do when a fire occurs.
- Fire prevention plan: which describes what to do to prevent a fire from occurring.



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Emergency Action Plan

- Purpose of plan.
- Building description.
- Appointed staff to carry out emergency duties.
- Identification of events (man-made or natural).
- Responsibilities matrix (role driven assignments).
- Policies and procedures for those left behind to operate critical equipment.



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Emergency action plan (cont'd).

- Specific procedures to be used for each type of emergency.
- Requirements and responsibilities for assisting people with disabilities.
- Procedures for accounting for employees and students.
- Training of staff and emergency response teams in their responsibilities.
- Documents including diagrams showing the type, location, of the bldg. emergency features components and features.



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Emergency action plan (cont'd.)

- Practices for controlling life hazards in the bldg.
- Inspection and maintenance of bldg. facilities.
- Conducting fire and evacuation drills.
- Interface between management and emergency responders.
- Names and job titles of persons who can be contacted for further information.
- Post-event critique/evaluation.



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Fire Prevention Plan

- List of major workplace hazards.
- Personnel responsible for maintenance.
- Personnel responsible for fuel hazards.
- Housekeeping.
- Training.
- Maintenance.



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Fire Drill



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The objectives and needs of the facility should be considered during the planning process. The planning process should address the following areas: How to Plan/Conduct a Fire Drill?

- Pre-drill assessment
- Objectives of the drill.
- Frequency of drills.
- Nature of drills- announced versus surprise.
- Drill safety and assessment of means of egress.
- Roles and responsibilities of emergency evacuation staff.
- Accountability of building occupants.
- Staff roles and responsibilities.
- Coordination with fire department.
- Coordination within facility.



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Pre Drill Assessment

Before conducting an evacuation drill, the drill coordinator should conduct pre-drill assessment. The assessment is intended to verify all egress components (stairs, door etc.) are in proper order and that occupants can use them safely.



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Fire drill objectives

The primary objective of the fire drill is an orderly evacuation.

Procedures upon sounding of Alarm:

- All students, personnel and visitors are to leave the bldg. immediately.
- Speed should be secondary to control and order.
- First person to each exit door shall open it.
- Students will not stop to take personal belongings.
- Teacher will pick up class attendance record and proceed with class.
- Students will proceed to their assigned area. (at least 100 feet from bldg.).
- Students stay clear of fire lanes .
- Egress from upper floors shall be distributed to accommodate the number of traffic.



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Frequency of Drills

Drills must be frequent enough to familiarize employees and students with the drill procedure and to establish a routine.



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Occupancy	Location in Life Safety Code Chapter	Section	# of Drills required per Year
Assembly	12, 13	12.7.6, 13.7.6	N/A
Educational	14, 15	14.7.2, 15.7.2	Not less than 1 per month for every month a facility is in session.*
Day Care	16, 17	16.7.2, 17.7.2	Not less than 1 per month for every month a facility is in session.*
Health Care	18, 19	18.7.1.2, 19.7.1.2	Quarterly on each shift
Ambulatory Health Care	20, 21	20.7.1.2, 21.7.1.2	Quarterly on each shift
Detention and Correctional	22,23	22.7.1, 22.7.1	N/A
Hotels and dormitories	28,29	28.7.1.2, 29.7.1.2 28.7.3, 29.7.3	Hotels: Quarterly emergency organization. Dorms: Regular evacuation drills
Residential board and care	32, 33	32.7.3, 33.7.3	Bimonthly drills (2 must be while patients are sleeping)
Mercantile	36, 37	36.7.1, 37.7.1	Periodic employee drills
Business	38, 39	38.7.2, 39.7.2	Periodic drills in bldgs. with more than 500 occupants or more than 100 above or below street level.
Industrial	40+	40.2.2.11	Regular Drills+



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Occupancy	Location: BIA Safety and Health Handbook	# of Drills per year
Primary/ Secondary i.e.: Dormitories, Schools, Dining Room, Gymnasium,	25 IAM	4 times during each school term in all schools. Including all various buildings.
Post- Secondary Schools	25 IAM	2 Times during the first month of the school year.



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Nature of Drills-Announced vs. Surprise

Life safety code states “Drills shall be held at expected and unexpected time and under varying conditions to simulate the unusual conditions that can occur in actual emergency.”

Announce - drills should be structured learning exercises where occupants walk through the actions.

Surprise – might be considered to be disruptive, it is the best indication of what will occur under actual emergency conditions.



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Drill Safety and Assessment of Means of Egress

A pre-drill inspection of the means of egress should be conducted to identify any potential hazards.

Actual evacuations should stress the importance of orderly evacuation rather than speed.

Safe movement should be addressed where stairs and ramps are part of the means of egress.



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Accountability of Building Occupants

Is the process for pinpointing where staff personnel and students are located during emergency operations.

- Can assist responding emergency personnel.
- An Accountability system should be established to address the presence of employees and students and their location after evacuation.
- A written record shall be kept in the Principal's office of the date and hour of each drill.
- A monthly report should be provided to the School's Superintendent and Regional Director.



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Staff Roles and Responsibilities

- Drill Coordinator: Plans, conducts, and evaluates fire drill.
- Floor/area warden: Coordinate emergency evacuations of a specific floor.
- Stairway monitor: Monitor the use of a stairway on specific floor.
- Elevator Monitor: Monitors elevator/lobby, prevent elevator from being used.
- Aide to person with disabilities: Assist occupants with disabilities.
- Assembly area monitor: Monitor assembly points/take attendance.
- Communicator: Responsible for communication between command post and assembly.



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Coordination with Fire Department

All emergency planning and drills should be coordinate with the local fire department. The fire department can usually be relied on as a technical resource.



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Coordination within the Facility

Emergency training and drills should also be coordinated within the facility so that the key staff are involved with the planning process and are aware of their responsibilities.



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Education Line Officer

- Are responsible for the safety and health program
- Ultimately responsible for the success of the agency's School Safety Program.



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Regional Safety Manager

- Are responsible for implementing the regional safety and health program.
- Performs inspections within their region.
- Provide technical assistance to the agency safety officers.
- Ultimately responsible for the success of the agency's School Safety Program



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Special Consideration of Fire Drills

The accessibility standards and design criteria are based of five general categories of disability:

- Mobility Impairments
- Visual Impairments
- Hearing Impairments
- Speech Impairments
- Cognitive Impairments



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Area of Refuge for Disability Impairments

An area of refuge serves as a temporary safe haven from the potential effects of a fire or other emergency. A person with severe impairments must have the ability to travel from the area of refuge to the public way.



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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 cont'd

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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Summary

In conclusion, We have reviewed the scope of How to implement a Emergency Action Plan as well as How a Fire Drill is to be conducted. It is necessary to devise a proper fire drill plan and educate all patrons accordingly. For the safety of all people, it is important to utilize pertinent knowledge regarding fire prevention.



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References

[29 CFR 1910.35] OSHA Standards for General Industry

[29 CFR 1910.38] OSHA Standards for General Industry

[25 IAM] BIA Safety and Health Handbook

[NFPA 101] Life Safety Code

[NFPA 1] Fire Code



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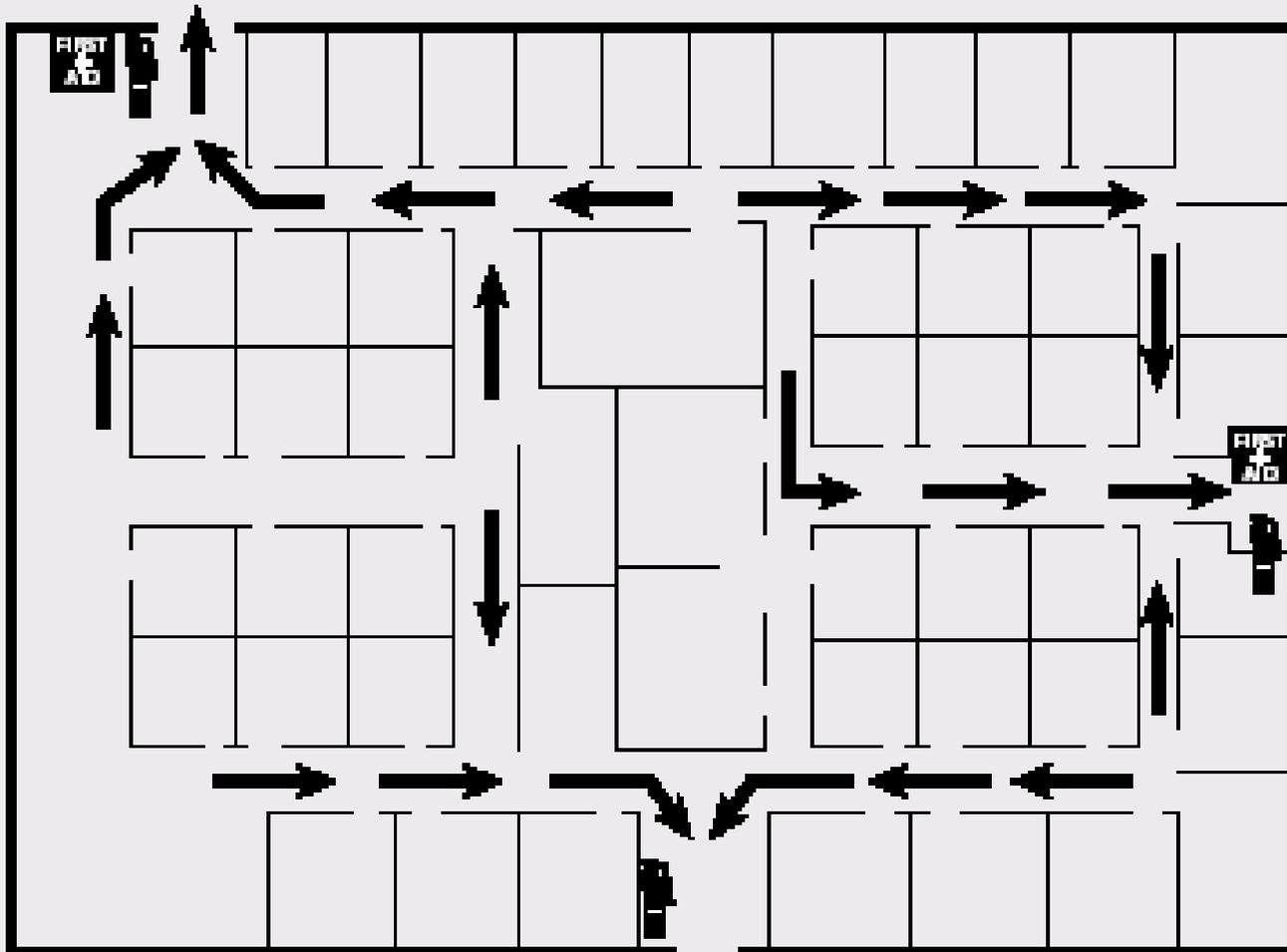
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EVACUATION DIAGRAM

100 YOUR BUSINESS STREET, SUBURB, STATE, POSTCODE

YOUR BUSINESS
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AUSTRALIAN FIRE
& FIRST AID

Fire Training | First Aid Training | Safety Training | Safety Services | Online Safety Store

CO2 Extinguisher	Switchboard	Fire Blanket	Fire Indicator Panel	000 EMERGENCY 106 106 YOU ARE HERE
Water Extinguisher	Main Switchboard	Spill Kit	Misco Panel	
Dry Chemical Extinguisher	Emergency Exit	Fire Hydrant	Manual Call Point	
Foam Extinguisher	Emergency Exit	Booster Assembly	Emergency Call Point	
Wet Chemical Extinguisher	First Aid Kit	Smoke Doors	Emergency Warning & Intercommunication System	
Vaporising Liquid Extinguisher	Assembly Area	Fire Doors	Emergency Phone (WP)	
Fire Hood Reel				

EMERGENCY INFORMATION

- R** - REMOVE people from immediate danger.
- A** - ALERT others and emergency services.
- C** - CLOSE windows and doors, contain the spread of fire.
- E** - EVACUATE the premises.

EXTINGUISHER OPERATION

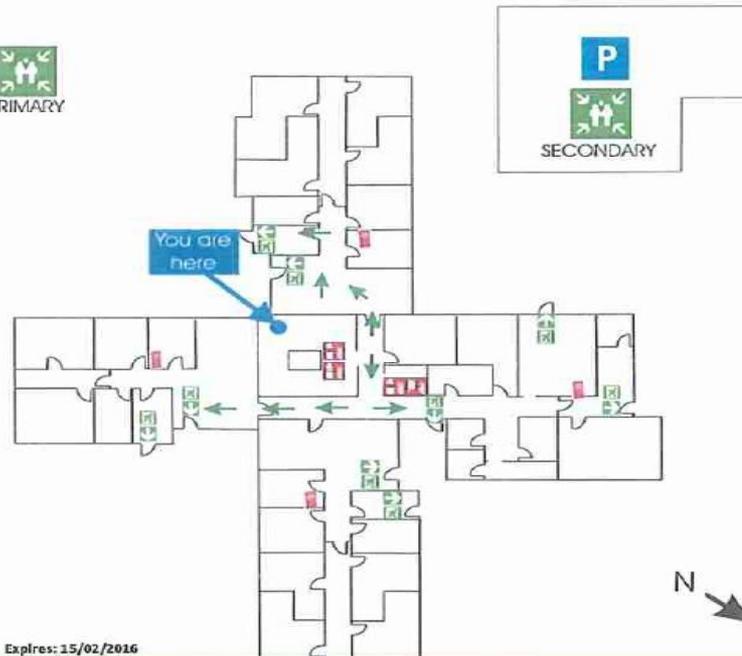
- P** - PULL the pin from the extinguisher and test
- A** - AIM the nozzle at the base of the fire
- S** - SQUEEZE the operating handle to release the extinguishing agent
- S** - SWEEP from side to side

www.australianfireandfirstaid.com.au PH: (08) 8596 4243

STREET NAME



PRIMARY



STREET NAME

Issued: 15/02/2011

Expires: 15/02/2016

Version 1.0



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Questions ?

Derrick Chee, Safety and Occupational Health Specialist
Office of Facilities, Property and Safety Management
Division of Safety and Risk Management
1011 Indian School Road NW Suite 331
Albuquerque NM 87104
Direct: 505-563-5366
Fax: 505-563-5363
E-Mail: derrick.chee@bia.gov

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