

FIRE AND EMERGENCY EVACUATION DRILL OBJECTIVES

- Evaluate the effectiveness of the occupants abilities to evacuate a building
- Evaluate the effectiveness and adequateness of the fire and life safety evacuation plan
- Evaluate occupants ability to recognize the fire/evacuation alarm
- Determine whether the occupant takes appropriate actions upon hearing/seeing the evacuation/fire alarm
- Determine that the occupant begins the evacuation process in an acceptable manner and/or per plan
- Evaluate the occupants ability to provide assistance to visitors or individuals who are experiencing difficulty
- Evaluate the occupants ability to recognize and take appropriate actions when a means of egress is unsafe
- Ensure occupants report in at designated meeting places

RECORD KEEPING

At a minimum the following information is required to be collected during fire drills per the International Fire Code:

1. Identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Staff members on duty and participating
5. Number of occupants evacuated
6. Special conditions simulated
7. Problems encountered
8. Time required to accomplish complete evacuation

DRILL TIMES

Drill may be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.